

The Missouri Guide to the National Register Process

Completed by the Missouri State Historic Preservation Office

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Introduction

Purpose:

Nominations to the National Register of Historic Places are complex documents that can be somewhat arduous to undertake. It requires time and dedication, but the outcome is worth the endeavor.

The Missouri Guide to the National Register Process was created to assist in the completion of the National Register form. It is intended to supplement, but not replace, the [National Register Bulletin 16a: How to Complete the National Register Registration Form](#). The guide includes Missouri's submission standards for National Register nominations in addition to providing technical assistance and clarification on common issues. This guide will be reviewed on an annual basis and periodically updated as needed.

Historic Survey and Registration Program:

The State Historic Preservation Office (SHPO) is part of the Division of State Parks within the Missouri Department of Natural Resources. It is responsible, in partnership with the U.S. Department of the Interior's National Park Service and local governments, in carrying out the mandates of the National Historic Preservation Act (P.L. 89-665, as amended) in Missouri. The SHPO works with citizens and groups throughout the state to identify, evaluate, and protect Missouri's diverse range of historic, architectural, and archaeological resources.

The SHPO's Historic Survey and Registration Program coordinates architectural survey and National Register projects. For National Register purposes, program staff reviews and comments on draft nominations to the National Register of Historic Places and schedules qualifying nominations for quarterly Missouri Advisory Council on Historic Preservation (MOACHP) meetings. The SHPO staff members provide guidance on how to complete the National Register form, make suggestions for evaluating significance and identify areas which could be strengthened. Due to resources available, the SHPO does not generally research, write or suggest areas of significance without prior evidence. As such, the SHPO staff members strive to establish a working relationship with the preparer so they have the tools necessary to complete a nomination that is in accordance with National Park Service's (NPS) standards. The goal is to ensure a nomination is as strong as possible, improving the chances it will be listed in the National Register of Historic Places.

The National Register Process:

When the SHPO receives a nomination, it is tentatively considered for one of the quarterly meetings of the Missouri Advisory Council on Historic Preservation, or MOACHP. The MOACHP is a body of preservation professionals and laypersons appointed by the Governor to review National Register nominations and provide input on preservation issues. The quarterly meetings typically take place in February, May, August and November. In order to be scheduled

for one of these meetings, the SHPO must receive a substantially complete (see pages 5-6) nomination by an established deadline. For district nominations and those nominations that are located within a Certified Local Government, the deadline is at least 90 days before a scheduled MOACHP meeting. For single site properties not located within a Certified Local Government, the deadline is typically due a few weeks later. The submission dates are scheduled annually and are available on our website. The SHPO's deadlines and review procedures are set in accordance with federal regulations known as 36 CFR Part 60.

Link to Certified Local Government List:

<http://www.dnr.mo.gov/shpo/clg-list.htm>

Link to MOACHP meeting dates and submission deadlines:

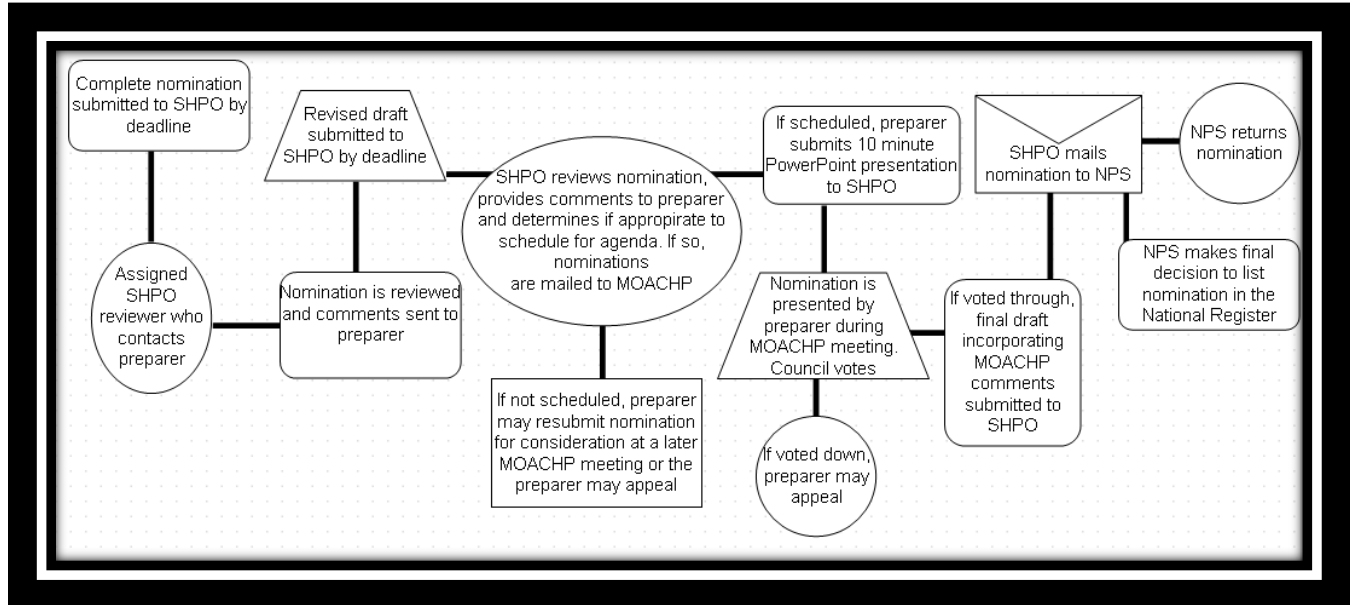
<http://www.dnr.mo.gov/shpo/nominationdeadlines.htm>

Once a submission deadline has passed, the Historic Survey and Registration Program will divide the nominations and assign a member of staff as the primary reviewer. Complex nominations may have more than one reviewer. The reviewer will establish contact with the preparer and provide comments on their nomination. Unless a nomination is nearly perfect, which is a rarity, a second draft will be required before it is formally scheduled for a MOACHP meeting. The second drafts are reviewed and comments are provided to the preparers. Shortly afterwards, the nominations are sent to members of the Advisory Council at least 30 days before a meeting.

On the day of a MOACHP meeting, the preparer will make a brief (approximately 10 minutes) PowerPoint (or similar) presentation to the Council on the property. The preparer will provide SHPO staff with an electronic copy of the presentation at least one week prior to the meeting. The Council votes on whether or not to approve the nomination to be forwarded to the National Park Service in Washington D.C.; the Council may also vote to table the nomination to a later meeting date. They may also provide suggestions or comments on a nomination. If the MOACHP does not approve the nomination, the preparer has the option to appeal as outlined in 36 CFR Part 60.12. If approved, the preparer will submit a final draft incorporating any Council comments to the SHPO.

The SHPO will send the nomination to the National Park Service (NPS). After a 45 day review period, the NPS will either list the nominated property in the National Register or return it. The NPS will inform the SHPO of listing and our office will contact the preparer. A certificate signed by the Governor is mailed from our office to the property owner (if a single site nomination) or to the mayor (if a district nomination). The entire National Register process, from the first submission to listing, can take anywhere from six months to a year.

Diagram of Nomination Process



Missouri Standards for National Register Nomination Submissions

Every SHPO must minimally maintain National Register standards as outlined by the National Park Service, but each SHPO may institute additional standards to meet their individual needs and priorities (36 CFR Part 60.6). In Missouri, archival black and white photos for the state's archives are required.

The Historic Survey and Registration Program will accept a draft nomination at any time, but in order for a nomination to be considered at a particular MOACHP meeting a "complete" submission must be turned in by a designated due date. This means the SHPO has the materials necessary to provide a thorough review of the nomination in time for the appointed meeting. While it does not guarantee a place on the MOACHP agenda, a complete nomination is the first step in the official review process. To be considered "complete" a submission must include the following components:

- A complete cover document or "jacket" (The NR form is available on the [SHPO website](#))
- A complete Section 7 with a summary and clear description of the property
- A complete Section 8 with a summary and clear argument for significance
- Sources are appropriately cited with footnotes (if there are issues with formatting contact the SHPO)
- Text is original (does not contain cut and pasted material)
- Verbal Boundary Description and Justification sections are complete
- A complete bibliography
- A list of figures and photos
- One set of hard copy black and white archival photos

- A site plan or district map showing contributing and non-contributing resources
- A photo map showing the number, location and direction from which each photograph was taken
- A map meeting National Park Service standards (some of these maps can be combined)
- Current floor plans of at least the first floor (single site nominations only)
- A list of property owners on a separate page or the final continuation page that was obtained within 90 days of submission of the nomination (for single site nominations a physical address is needed for mailing of the National Register certificate once listed)
- A hard copy of the nomination
- A digital copy of the nomination in Word format
- Digital photos in TIF format properly labeled
- A CD or DVD, properly labeled, containing digital files

Link to the National Register of Historic Places Form: <http://www.dnr.mo.gov/shpo/docs/10-900-MoRevisedNRforms.doc>

Later chapters in this document provide guidance on each of these components. A component is considered complete when it is filled out in full. To clarify, a draft nomination that contains a Section 7 or 8 that is bullet pointed or appears to be a compilation of rough notes will not be accepted. Likewise, if citations are missing from the narrative it will also be considered incomplete. If there are any questions about the submission standards, contact the SHPO well before the deadline date.

If a nomination is received by the deadline and is not complete, it will not be reviewed for that quarterly cycle. The preparer will be contacted and may turn in the nomination materials for a later MOACHP meeting. To prevent this outcome, nominations are encouraged to be turned in before the deadline. If there are missing materials, the preparer will have the opportunity to submit them by the due date. There is also a checklist (see Appendix A) that can be utilized to make sure all of the materials are together. When submitting a nomination, **please send everything in one package.** Mailing the submission in piecemeal can result in lost or misplaced materials. Provide a CD, DVD or flash drive containing all digital files. **Do not e-mail the nomination or any other materials to the reviewer unless otherwise directed.**

In cases where there is a complete nomination, but the eligibility of a nominated property is not clear, and cannot be easily addressed, the nomination will not be placed on the MOACHP agenda, but will be returned to the preparer with SHPO staff comments pursuant to 36 CFR Part 60.11(c). To avoid this, the SHPO encourages the submission of an Eligibility Assessment **before** a nomination is prepared (see next chapter).

Requirements for District Nominations:

A reconnaissance level survey is required for districts with over 75 properties that have not been previously surveyed (previous surveys must be on file at the SHPO). The survey must be submitted to the SHPO at least **90 days before a nomination is submitted** to allow SHPO staff time to review and provide comments on eligibility. If a previous survey is on file with the SHPO, the SHPO must be notified 90 days before the nomination is submitted and a map of the potential National Register boundary and a one-page summary of the potential argument submitted.

Minimal Survey Requirements for Potential Districts:

**Note these are not the same as the professional requirements for CLG funded surveys.*

For each property, a short form will be provided by the preparer and will be accompanied by at least one digital photo of the primary resource and additional photos for any associated outbuildings, as well as photos of streetscapes. Preparers may use a [SHPO survey form](#), a previously approved form, such as the district survey forms created by the St. Louis Cultural Resource Office or the Kansas City Landmarks Commission, or another form, if approved in advance by the SHPO. The information on the form will minimally include a survey number (assigned by the SHPO), property address, an adequate architectural description and, depending on the criteria of significance, a section documenting the history of the property. These sections are the same as what would be entered for each property in Section 7 and 8 in a National Register district nomination. The form should also include the construction date, number and type of outbuildings, architectural style or type, the contributing status (of both the primary building and any outbuildings or structures) and the builder and architect if known. The survey forms must be accurate and use consistent terminology. The survey forms, photos, map and report will be submitted in digital format by the preparer on a thumb drive or disc(s). The preparer will also submit printouts of the report and map for SHPO staff review.

The report will summarize the findings, area(s) of significance, period of significance, number of contributing and non-contributing properties and suggested criteria of eligibility and district boundaries. It will also include the argument for listing. The preparer will include a map of the survey boundary showing the intended National Register boundary and potential contributing status of each property (including outbuildings). To help justify the potential district boundary, the survey boundary should often be larger than the potential National Register District.

If there is a previous survey on file with the SHPO

- Notify the SHPO 90 days before submitting the nomination
- Provide a map of the potential National Register boundary
- Provide a summary of the potential argument noting area of significance and period of significance

If no previous survey has been conducted

- Before the survey is completed, contact the SHPO for a survey number
- Prepare an inventory form for each property that includes:¹
 - Property address
 - Construction date
 - Architectural style and/or type
 - Number and type of outbuildings
 - Contributing status of both the primary building and any outbuildings
 - Historic information (if appropriate)
 - Builder or architect (if known)
- Map showing the survey boundary, potential National Register boundary and the contributing status of each property (hard copy and digital). The map copies should be large enough in size so that SHPO reviewers have no issue verifying its accuracy.
- A digital photo of each property, outbuildings (as necessary), and streetscapes
- A report (hard copy and digital) with the findings that includes:
 - Potential argument and area of significance
 - Period of significance
 - Number of contributing and non-contributing properties
 - Boundary justification for the survey and potential National Register District**Note: To help justify the National Register boundary, the survey boundary should often be slightly larger than the potential National Register district.*
- The final survey materials are submitted to the SHPO in digital format with an additional hard copy of the report and map at least 90 days before a nomination is submitted

In cases where a previous survey has been conducted but is not on file with the SHPO, a copy of the survey must be turned in 90 days before a nomination. Additionally, a map of the district and a summary of the potential argument must also be submitted in hard copy.

Why does the SHPO require all of this?

Most of the information outlined in the complete submission list is required by the National Park Service. The reason the SHPO requires this up front is because Missouri is among the top states for number of successful nominations completed each year (In fiscal year 2013, the MO SHPO processed 53 nominations resulting in over 2,300 listed properties!). These requirements, instituted in March 2013, help to provide an even playing field for each preparer when it comes to staff attention. It also provides us the information and resources necessary to help ensure a sufficient and timely review. As noted, a nomination may be turned in at any time for staff comments. The requirements outlined here are for the purposes of scheduling a nomination for a MOACHP meeting. For first time preparers, it may make sense to turn in early drafts for SHPO input. Complete submissions take priority; however, staff always welcomes early drafts, especially if a prior eligibility assessment has been completed.

¹ Double check this information for accuracy and consistent terminology.

How does the SHPO decide what is scheduled for the MOACHP agenda?

In order to be scheduled for a quarterly MOACHP meeting, a complete nomination submitted by a quarterly deadline is required. A nomination must also have a clear argument and context for evaluating significance. The MOACHP receives the nominations approximately 30 days before a scheduled meeting. As they often have other full-time jobs, council members may have limited time to spend on each nomination. With this in mind, the SHPO wants to make sure the MOACHP has the strongest nomination possible as their vote is generally the deciding factor on whether or not a nomination is sent to the National Park Service for formal listing.

The SHPO sometimes receives complete nominations that do not make a clear case for listing. For instance, a nomination may list a lot of historical facts (see chapter “Section 8”) instead of including an argument or any reason why the property is eligible. While a property’s history is certainly important, there must also be a discussion on why the history is significant as it relates to the property. If this cannot be rectified by the second draft deadline, the nomination will likely not be scheduled for the MOACHP agenda.

On rare occasions, a complete nomination will contain a clear argument but simply is not eligible in the SHPO’s opinion. These are cases that no amount of time on the nomination would likely fix. Generally, a lack of historic integrity is the culprit. As an example, a commercial building may have housed a very significant business to the community, but the building has a large addition, new windows and siding. No matter the argument, the historic integrity of the property has been compromised. In these instances, a nomination will not be scheduled. As a reminder, **the SHPO assesses the building as-is**. Even if there are plans to restore the property to its historic appearance, determinations of eligibility cannot be made based upon intentions. It is recommended to stay in contact with the SHPO when and if a rehabilitation project takes place.

The Council must have enough information to make a determination of eligibility in order to schedule a nomination for a MOACHP agenda. Staff decides what is scheduled pursuant to 36 CFR Part 60.11(c). However, should a preparer disagree with staff’s decision to not schedule a nomination for a particular MOACHP meeting, they may appeal. The appeals process is outlined in 36 CFR Part 60.12. A preparer can also resubmit the nomination to the SHPO for consideration on a later MOACHP meeting date.

APPROACHING THE NR PROCESS

There are several important items to take into consideration before beginning the National Register nomination process. Prior to accepting a National Register nomination submission, the SHPO advises or requires the following:

Eligibility Assessments:

While not mandatory, the SHPO strongly recommends the submission of an Eligibility Assessment (EA) before the preparer completes a National Register nomination. An Eligibility Assessment allows SHPO staff members to review the photographs, attributes and historical significance of a property. Then, staff will make a determination stating that the building appears to be eligible, ineligible or more information is required to make a decision. Determinations are based on the National Register Criteria for Evaluation. Upon receipt of the assessment, the SHPO has 30 days to make a recommendation and send an official response to the preparer. If the SHPO determines that a property appears eligible for the National Register, it does not guarantee a successful listing.

Eligibility Assessments also allow for the SHPO to provide advice for potential future National Register nominations on the property in question. Perhaps most importantly, the EA process substantially reduces the possibility that a nominated resource will be found ineligible for listing after the lengthy nomination writing process, thus saving time for the preparer and the SHPO staff members.

For more information on Eligibility Assessments, including access to the required forms and instructions on how to complete them, please visit the SHPO website at: <http://dnr.mo.gov/shpo/eligassess.htm>

Significance and Integrity:

In order for a historic resource to qualify for listing in the National Register, it must be associated with an important historic context and possess integrity—the ability of a resource to convey its historic significance. The National Register Bulletin 15, entitled “How to Apply the National Register Criteria for Evaluation,” is an excellent resource for determining a resource’s area(s) of significance and integrity. Especially for novice preparers, a perusal of this bulletin should be a priority during the preliminary phases of the nomination process. The bulletin can be found at: <http://www.nps.gov/nr/publications/bulletins/nrb15/>

See the chapter on completing Section 8 for further discussion of significance.

Integrity

In addition to a property possessing historic significance, it must also possess integrity to be eligible for listing in the National Register of Historic Places. Integrity is defined as the ability of a resource to convey its historic significance or character. There are seven components to consider when assessing a building's integrity: location, setting, materials, design, feeling, workmanship, and association.

ASSESSING INTEGRITY IN PROPERTIES

Integrity is based on significance: why, where, and when a property is important. Only after significance is fully established can you proceed to the issue of integrity.

The steps in assessing integrity are:

- Define the **essential physical features** that must be present for a property to represent its significance.
- Determine whether the **essential physical features are visible** enough to convey their significance.
- Determine whether the property needs to be **compared with similar properties**. And,
- Determine, based on the significance and essential physical features, **which aspects of integrity** are particularly vital to the property being nominated and if they are present.

Ultimately, the question of integrity is answered by whether or not the property retains the **identity** for which it is significant.

- **Location:** Is the resource still in its original location?

If it has been moved, it is much more difficult to list.

- **Setting:** Is the relationship between the resource and its natural and manmade surroundings still similar to the way it was during its period of significance?

- **Materials:** A property must still possess important exterior materials from its period of significance. For instance, vinyl siding placed on a 19th century home will negatively affect the integrity.

- **Design:** This is the combination of elements that create the style, form, space, structure and plan of a building. Significant non-historic alterations and additions are something to keep in mind while assessing integrity of design.

- **Feeling:** Feeling is an abstract aspect of integrity that does not have clear boundaries. When taking into consideration all of the building's features and setting as a whole, does it evoke feelings related to its historic significance?

- **Workmanship:** Workmanship is the physical manifestation of the builders' or laborers' skill.

- **Association:** Association is the direct link between an important historic event or person and a historic resource. Does the property still retain features that convey its historic association?

Please note, **a property has integrity or it does not**. There are not "levels" of integrity. Integrity is the **result** of the seven aspects mentioned above but, as each property is unique, there

is no set formula for assessment. For a more in depth discussion of integrity, National Register Bulletin 15 is strongly recommended.²

Research:

National Register nominations are inherently research-heavy documents that require planning and gathering relevant source material. Research is necessary to determine a property's National Register eligibility and complete the registration forms for eligible properties. Since many nomination preparers are not trained historians or historic preservation consultants, the SHPO recommends utilizing the National Register Bulletin entitled "Researching a Historic Property" to facilitate the research process. Useful for all preparers, this document provides insight and recommendations for finding data repositories, acquiring specific types of sources relevant to the particular nomination and utilizing established historical research practices to extract meaningful information.

The "Researching a Historic Property" National Register Bulletin can be found at: <http://www.nps.gov/history/nr/publications/bulletins/nrb39/>

² Image above taken from National Register Bulletin 15a (page 45).

Jacket

It can be a bit daunting navigating the various sections of the NR form if you have not done so before; luckily there is a comprehensive guide to the form completed by the National Park Service, [*National Register Bulletin 16A: How to Complete the National Register Registration Form*](#), to guide preparers through the process. The purpose of this section is to work in conjunction with the National Register Bulletin, not replace it, and answer frequently asked questions regarding completion of the nomination Jacket. A copy of the nomination form, 10-900, can be found at <http://dnr.mo.gov/shpo/national.htm> under the heading: “National Register nomination form (including continuation sheets).”

The Jacket, sometimes called the cover document, is the first 4-5 pages of a nomination and contains information regarding the property’s address, preparer information and abbreviated information regarding structural, historical and geographic information. The continuation sheets follow the Jacket and are used to provide a detailed narrative description of the structural, historical and geographic information. Each section has a different heading; please see the General Notes section for a detailed explanation on how to complete the heading.

Section 1: Name of Property

1. Name of Property
Historic name _____
Other names/site number _____
Name of related Multiple Property Listing _____

Historic and other names should reflect the official or common name during the period of significance. If the property is named after a person, list the last name first. Example: “Bartlett, John R., House.” When naming a historic district, be sure to use “traditional terms” for instance, “village, ranch, courthouse square, or townsite.” If preferred, more general terms can be used, such as “historic district or archeological district.”³ For example, “Long Ford Ferry Landing,” “Cooperstown Historic Industrial District,” or “Longswamp Townsite” are appropriate. Do not randomly make up a name. If having difficulty with this section, please contact the SHPO. If the other names/site number blank is not used, type “N/A” in the blank. Name of related Multiple Property Listing refers to a Multiple Property Document Form, which is a historical context that has been approved by the Park Service. It develops a context and lists related property types and establishes requirements for listing related historic properties on the National Register. See the chapter on Multiple Property Documentation Forms for more information. For a list of NPS approved MPDFs, please contact the SHPO. If the property does not fall under the parameters of one of these documents, mark “N/A” in the blank.

³ Bulletin 16A. p 8.

Section 2: Location

2. Location			
Street & number			not for publication
City or town			vicinity
State <u>Missouri</u>	Code <u>MO</u>	County	Zip code

The “Street & number” should include the physical address of the property. Post office boxes should not be used. The tax assessor’s office can often help identifying the address of a property. If the property does not have an address, list its location as follows: “NE corner of Main and Capital Streets” or “1 mile south of jct. Hill Road and HWY 73.” When listing the address for a smaller district use the exact addresses included or the blocks listed. Example: “125-205 1st St. and 405 Main St or 800 Block W 10th Ave.” For larger districts, use the bounding streets and list the streets north, east, south and west. Example: “Roughly bounded by Green Lake, 1st, Main and 5th Streets.”

Mark the “not for publication” box if the location of the property needs to be kept confidential to protect it from vandalism, looting or if the location is classified. This box is used most frequently for archaeological and defense properties. Otherwise, mark “N/A” in the box.

Mark the “vicinity” box if the property is rural in nature and not associated with a town or if the address is restricted. Otherwise, mark “N/A” in the box.

The “code” line refers to the three-digit number assigned to each county by the National Park Service. A key to the codes can be found in [Appendix II of NPS Bulletin 16A](#).

Sections 3 & 4: State/ Federal Agency Certification & National Park Service Certification

Sections 3 and 4 are enclosed together in a box and are primarily for official use only; however, there are four lines that the preparer must complete. The blanks for “nomination” and “request for determination of eligibility” must be completed. In the first draft, most nominations are completed with an x in the nomination blank. Next, the blanks for “meets” and “does not meet” need to be filled out. Mark an “x” in the “meets” line unless otherwise directed by SHPO staff. Then proceed to the level of significance. Properties eligible for listing on the National Register must be significant, at least on the local level, and should be marked accordingly. If the nominated property is eligible on the state or national level, a more thorough discussion of the property is often necessary. For this reason, it is a good idea to consult with the SHPO staff early in the nomination process. Lastly, the options under “Applicable National Register Criteria” must be selected. This selection should match the criteria selected in Section 8 of the Jacket and continuation sheets. Leave the remainder of the blanks in sections 3 and 4 blank; they will be completed later in the nomination process by the SHPO or NPS staff.

<p>As the designated authority under the National Historic Preservation Act, as amended,</p> <p>I hereby certify that this <u> </u> nomination <u> </u> request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.</p> <p>In my opinion, the property <u> </u> meets <u> </u> does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:</p> <p><u> </u> national <u> </u> statewide <u> </u> local</p> <p>Applicable National Register Criteria: <u> </u> A <u> </u> B <u> </u> C <u> </u> D</p>	
<p>_____ Signature of certifying official/Title Mark A. Miles, Deputy SHPO</p>	<p>_____ Date</p>
<p>Missouri Department of Natural Resources State or Federal agency/bureau or Tribal Government</p>	
<p>In my opinion, the property <u> </u> meets <u> </u> does not meet the National Register criteria.</p>	
<p>_____ Signature of commenting official</p>	<p>_____ Date</p>
<p>_____ Title State or Federal agency/bureau or Tribal Government</p>	
<p>4. National Park Service Certification</p>	
<p>I hereby certify that this property is:</p>	
<p><u> </u> entered in the National Register</p> <p><u> </u> determined not eligible for the National Register</p> <p><u> </u> other (explain:) _____</p>	<p><u> </u> determined eligible for the National Register</p> <p><u> </u> removed from the National Register</p>
<p>_____ Signature of the Keeper</p>	<p>_____ Date of Action</p>

5. Classification														
Ownership of Property (Check <u>as many boxes as apply.</u>)	Category of Property (Check <u>only one box.</u>)	Number of Resources within Property (Do not include previously listed resources in the count.)												
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 25px; margin-right: 5px;"></div> <div>private</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 25px; margin-right: 5px;"></div> <div>public - Local</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 25px; margin-right: 5px;"></div> <div>public - State</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 25px; margin-right: 5px;"></div> <div>public - Federal</div> </div>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 25px; margin-right: 5px;"></div> <div>building(s)</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 25px; margin-right: 5px;"></div> <div>district</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 25px; margin-right: 5px;"></div> <div>site</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 25px; margin-right: 5px;"></div> <div>structure</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 25px; margin-right: 5px;"></div> <div>object</div> </div>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black; width: 50%;">Contributing</th> <th style="text-align: left; border-bottom: 1px solid black; width: 50%;">Noncontributing</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">buildings</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">sites</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">structures</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">objects</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Total</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Number of contributing resources previously listed in the National Register</p>	Contributing	Noncontributing		buildings		sites		structures		objects		Total
Contributing	Noncontributing													
	buildings													
	sites													
	structures													
	objects													
	Total													

15

The “**Number of Resources within Property**” blanks are detailed and can be a bit confusing if a building, structure or object is being nominated. Generally, an individual property’s boundaries are defined by any land surrounding the resource in which the tax assessor and/ or county recorder considers to comprise the parcel. This means, on a nomination for an individual house, all (if any) associated sheds, pools, sculptures or other structures within the parcel must be included in the resource count. For example, if the property includes the house and a pool built during the period of significance and a shed built after the period of significance, the application should include a “1” in the Contributing column for the building and object lines for the house and pool respectively, and a “1” in the Noncontributing building line for the shed.

Counting resources in a district follows many of the same rules as those for an individual resource; however, objects and structures that are not character-defining features of the district may, in some cases, be excluded from the resource count. Be sure to include all individual buildings detailed in the resource count outlined in the Section 7 continuation pages, and any outbuildings, vacant lots, monuments of substantial size, parks, etc. in the count. When counting resources, consult both current tax/ property maps and historic maps, from the period of significance, to determine how resources in the district should be counted. After determining a method, be consistent with the methodology throughout the nomination.

The last blank, “**Number of contributing resources previously listed on the National Register,**” is used for district nominations, updates or boundary changes where some resources may have been previously listed in the National Register. Simply indicate the number of previously listed resources in the blank. If there are listed properties, they must be noted at the beginning of the Section 7 narrative. Please note that listed properties cannot be included in the contributing/noncontributing count in the field above. If no resources within the nomination have been previously listed, mark “N/A” in the blank.

Section 6: Function or Use

6. Function or Use	
Historic Functions (Enter categories from instructions.)	Current Functions (Enter categories from instructions.)

This section is used to catalogue the use of the resource(s) both in its present occupation and its historic application. For a complete list of categories and subcategories, see *Bulletin 16A*. When listing the functions, be sure to include one use per line. Format the entries with the category followed by subcategory. Example: “Commerce/Trade: business” or “Religion: religious

facility.” Be consistent with formatting the entries and use the same formatting in section 7 that is used for the blanks in section 6. Keep in mind, function or use will not necessarily be the same as the area of significance, noted in Section 8. For instance, even though a church’s function may be “Religion,” the likelihood of it being significant for “Religion” is quite rare. See [Bulletin 15: How to Apply the National Register Criteria](#) for more information.

Section 7: Description

7. Description	
Architectural Classification (Enter categories from instructions.)	Materials (Enter categories from instructions.)
_____	foundation: _____
_____	walls: _____
_____	_____
_____	roof: _____
_____	other: _____
_____	_____
<input type="checkbox"/> NARRATIVE DESCRIPTION ON CONTINUATION PAGES	

This section is used to catalogue the architectural style and building materials used in resources. For a complete list of categories and subcategories see *Bulletin 16A*. When listing the “**Architectural Classification**” and “**Materials**” be sure to include only one item per line. Format the entries with the category followed by subcategory. Example: “Late 19th and 20th Century Revivals/ Tudor Revival” or “Modern Movement: Modern.” The same applies for listing materials. When completing the materials list, be sure to fill out each subheading: “foundation,” “walls” and “roof.” Use the same formatting in section 7 that is used for the blanks in section 6. See the Section 7 chapter of this document for more information.

Finally, mark the “**Narrative description on continuation pages**” box with an “x.”

Section 8: Statement of Significance

This section has more variables than other sections of the Jacket and contains key information for establishing the eligibility of the nominated resources. The first part, “**Applicable National Register Criteria**,” includes a brief description of the four criteria that properties may be nominated under for listing on the National Register. For more in-depth information on criteria and areas of significance, see [Bulletin 15: How to Apply the National Register Criteria for Evaluation](#). Under this subheading, one or more criteria (A, B, C or D) must be selected. This selection must match the criteria in section 3 of the Jacket and in the continuation sheets.

The list marked “**Criteria Considerations**” is used when the resource(s) being nominated would not normally be eligible for inclusion in the National Register, but because of a special consideration, is eligible for listing. Select all that apply to the nominated property. If none of the criteria considerations apply, leave this section blank. For districts, it is only necessary to select the options if the criteria considerations apply to the district as a whole or to a large part of the district. For more specific guidance about applying criteria considerations, see *Bulletin 15*.

8. Statement of Significance	
Applicable National Register Criteria <small>(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)</small>	Areas of Significance <hr/> <hr/> <hr/> <hr/>
<input type="checkbox"/> A Property is associated with events that have made a significant contribution to the broad patterns of our history.	
<input type="checkbox"/> B Property is associated with the lives of persons significant in our past.	
<input type="checkbox"/> C Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.	Period of Significance <hr/> <hr/>
<input type="checkbox"/> D Property has yielded, or is likely to yield, information important in prehistory or history.	Significant Dates <hr/> <hr/>
Criteria Considerations <small>(Mark "x" in all the boxes that apply.)</small> Property is:	Significant Person <small>(Complete only if Criterion B is marked above.)</small> <hr/>
<input type="checkbox"/> A Owned by a religious institution or used for religious purposes.	Cultural Affiliation <hr/>
<input type="checkbox"/> B removed from its original location.	
<input type="checkbox"/> C a birthplace or grave.	
<input type="checkbox"/> D a cemetery.	Architect/Builder <hr/>
<input type="checkbox"/> E a reconstructed building, object, or structure.	
<input type="checkbox"/> F a commemorative property.	
<input type="checkbox"/> G less than 50 years old or achieving significance within the past 50 years.	
STATEMENT OF SIGNIFICANCE ON CONTINUATION PAGE 8	

The second column of Section 8 begins with an area for listing “**Areas of Significance.**” A list of the categories and subcategories with brief descriptions of the areas of significance can be found in *Bulletin 16A*. This section should match the narrative in the Section 8 continuation sheets.

“**Period of Significance**” is the next field to consider. This will be a single year or a range of years in which the resources being nominated attained their significance. This should be outlined in detail in the Section 8 continuation sheets and the two parts of the document should match. The beginning of the period of significance of a building is often the construction date. The end

of the period of significance should reflect the end of the event for which the building is significant. Remember, continued use does not equal significance.

Example: a former hospital is being nominated under Criteria A for Medical significance.

The hospital was constructed in 1900 and was the only hospital in the county until 1945. It continued to operate as a hospital until 1955 when it was decommissioned and converted into a private school. When nominating the building, its period of significance would be 1900-1945, the dates for which the building was locally significant and functioned as the only hospital in the county.

This topic is further outlined in *Bulletin 16A*. If you still have questions after consulting these resources, contact the SHPO for further guidance.

The blank for “**Significant Dates**” is closely tied to the period of significance. These are years in which significant defining events happened within the period of significance. If there are no significant dates, mark “N/A” in the blank.

Example (following previous example): The hospital received an addition at the rear of the building in 1910 that housed an emergency room and operating theater. The addition occurred during the period of significance and contributes to the Criterion A significance; therefore, 1910 should be listed as a significant date.

Remember, all significant dates must fall within the period of significance and must be expounded upon in the Section 8 Summary and Narrative in the continuation sheets.

“**Significant Person**” should be marked “N/A,” unless the nomination is proceeding under Criterion B. If the nomination is listed under Criterion B, fill out the blank with the name of the significant person starting with the last name. Example: “Washington, John E.”

The line for “**Cultural Affiliation**” should be filled out with “N/A,” unless the resource is being listed under Criterion D. If the nomination is listed under Criterion D, use the commonly accepted term that applies to the cultural group.

Entries in the “**Architect/ Builder**” line should be entered last name first. If known, the architect or firm which designed the resource should be listed first. On the following line(s), list the builder(s). If the architect or builders are not known, mark “Unknown”, or if the field does not apply, mark “N/A” on the line.

The last box in Section 8 of the jacket is the “**Narrative description on continuation pages**” box. Mark it with an “x,” and make sure to fill out a narrative description of the resources on the continuation sheets. See the later chapter on Section 8 for further information.

Section 9: Major Bibliographic References

9. Major Bibliographical References	
Bibliography (Cite the books, articles, and other sources used in preparing this form.)	
Previous documentation on file (NPS):	Primary location of additional data:
<input type="checkbox"/> preliminary determination of individual listing (36 CFR 67 has been requested)	<input type="checkbox"/> State Historic Preservation Office
<input type="checkbox"/> previously listed in the National Register	<input type="checkbox"/> Other State agency
<input type="checkbox"/> previously determined eligible by the National Register	<input type="checkbox"/> Federal agency
<input type="checkbox"/> designated a National Historic Landmark	<input type="checkbox"/> Local government
<input type="checkbox"/> recorded by Historic American Buildings Survey # _____	<input type="checkbox"/> University
<input type="checkbox"/> recorded by Historic American Engineering Record # _____	<input type="checkbox"/> Other
<input type="checkbox"/> recorded by Historic American Landscape Survey # _____	Name of repository: _____
Historic Resources Survey Number (if assigned): _____	

Section 9 is composed of two check lists. The first, “**Previous documentation of file (NPS)**,” is used when documentation, like an application for tax credits, National Register and Landmarks designation, or Historic American Building Survey (HABS), has previously been submitted to the National Park Service. Leave this column blank if the options are not applicable. The second column “**Primary location of additional data**” is used to mark where data cited in the document can be found. The State Historic Preservation Office will be the facility that stores information regarding the nomination, so that line should always be marked with an “x.”

Section 10: Geographical Information

10. Geographical Data	
Acreage of Property _____	
Latitude/Longitude Coordinates	
Datum if other than WGS84: _____	
(enter coordinates to 6 decimal places)	
1 Latitude: _____ Longitude: _____	3 Latitude: _____ Longitude: _____
2 Latitude: _____ Longitude: _____	4 Latitude: _____ Longitude: _____
UTM References	
(Place additional UTM references on a continuation sheet.)	
_____ NAD 1927 or _____ NAD 1983	
1 Zone _____ Easting _____ Northing _____	3 Zone _____ Easting _____ Northing _____
2 Zone _____ Easting _____ Northing _____	4 Zone _____ Easting _____ Northing _____
Verbal Boundary Description (On continuation sheet)	
Boundary Justification (On continuation sheet)	

The first blank in Section 10, “**Acreage of Property**,” should be completed to the nearest tenth of an acre. Example: “1.5 acres.” If the property is less than an acre, it is acceptable to write “less than one acre” in the blank.

The next two parts of Section 10 are for coordinates. Both Longitude/ Latitude and UTM references are acceptable, but choose one or the other and keep it consistent throughout the

document. For more information regarding coordinate systems, please see the chapter on maps. Districts less than 10 acres are only required to have one coordinate listed. For district boundaries larger than 10 acres, be sure to list the coordinates for each corner in the district. Only four blanks for coordinates are available in this section. If more than four points need to be recorded, list them on a continuation sheet. Ensure all coordinates are correct, numbered or lettered, and correspond to points on the district boundary map. Ideally, there should be no more than 10 coordinates. If the nomination requires more coordinates, please contact the SHPO for guidance.

The last items required in this section are the “**Verbal Boundary Description**” and “**Boundary Justification.**” These should be completed on a continuation page and are discussed more on page 34.

Section 11: Form Prepared By

11. Form Prepared By		
name/title _____		
organization _____	date _____	
street & number _____	telephone _____	
city or town _____	state _____	zip code _____
e-mail _____		

This is the section where your information, as the preparer, should go on the form. Please keep in mind that the physical and email addresses submitted in this section are the ones where correspondence will be sent. The default method of communication for SHPO-preparer communications is email. If this is not your preferred method, please notify the project’s assigned SHPO reviewer.

Photos and Figures

Additional Documentation
Submit the following items with the completed form:
<ul style="list-style-type: none"> • Maps: <ul style="list-style-type: none"> ◦ A USGS map (7.5 or 15 minute series) indicating the property’s location. ◦ A <i>Sketch map</i> for historic districts and properties having large acreage or numerous resources. Key all photographs to this map. • Continuation Sheets • Photographs • Owner Name and Contact Information • Additional items: (Check with the SHPO or FPO for any additional items.)

This section is a catch-all for visual documentation: maps, photos and figures. For specific information about mapping standards, see page 43; for the SHPO photo policy, see page 51.

Photographs
 Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Photo Log:

Name of Property: _____
 City or Vicinity: _____
 County: _____ State: _____
 Photographer: _____
 Date Photographed: _____
 Description of Photograph(s) and number, include description of view indicating direction of camera:
 1 of #:

While the information contained within this section may have been recorded in other locations on the Jacket, it is important to remember to fill out the “**Photo Log**” form completely. Immediately following the information blanks is a sentence that calls for the “description of photographs and number.” This list should be typed in the blank space following the photo log block. The log should include the photo number, identification of photo composition and direction the photo was taken. The sequence of photos in the photo log should match the labels on the photographs and any digital images. For more information about labeling photos and the SHPO photo standards, see page 51. Any photo mentioned in the log should be tied somewhere in the nomination (most notably Section 7). If it cannot be, it is likely not needed.

Examples: 1 of 5: East Elevation of McKay House. View N
 7 of 10: West side 500 block of 25th Street. View SW.

Figure Log:
 Include figures on continuation pages at the end of the nomination.

Following the Photo Log is the “**Figure Log**,” which should be completed in the same way as the Photo Log. Figures should include a site plan, photo map, historic floor plan and/or historic photos. These can be embedded in the text or included on continuation pages after Section 10 of the nomination in a section called “Figures.” Please remember, when determining the best method of inclusion (embedded or on continuation pages), the figures should be clear when printed in black and white and sized appropriately so that they can be discerned. If figures are embedded, they should be formatted with text wrapping the image, sized to fit within the margin, and captioned to correspond to the Figures Log. Figures should be numbered, included in the log, and placed in the narrative in the order they are referenced in the text. Additionally, if embedding figures, list the page of the nomination that the figure is embedded on in the Figures Log. If

historic images are used, be sure to include a citation in the bibliography and a footnote in the narrative. (Example caption: “Figure 5: Carriage house c.1890. Missouri Historical Society. Barrett Collection.”)

Section 7

This section of the document will cover a few of the basics on completing Section 7 and discuss some of the issues that are most frequently encountered during nomination review.

Section 7 Summary

The summary paragraph describes the resource’s general characteristics, including its location and setting, type, architectural style, method of construction, size and significant features. Additionally, it will discuss the property’s current condition and integrity. Think of the summary as a sketch of what will be discussed in greater detail later in Section 7.

Ensure that the Section 7 Summary contains:

- A summary of the character-defining features of the resource
- The date of construction
- Address (including city, county and state)

Additional information regarding this topic can be found in the National Register Bulletins [15: How to Apply the National Register Criteria for Evaluation](#) and [16a: How to Complete the National Register Registration Form](#).

Architectural Descriptions

The architectural description is the most important component of Section 7; a clear and logical description of the building’s interior and exterior is paramount. The National Register Bulletin 16a does an excellent job explaining the architectural description writing process and guidelines for describing properties. However, the information below is designed to supplement the bulletin and provide suggestions to address common issues.

- The description should follow a consistent approach, such as describing a building’s exterior one elevation at a time, from the foundation up and from left to right. Exterior descriptions should occur in the nomination before interior.
- A good architectural description will transition seamlessly throughout and be easy to follow.
- Photographs **must** be tied into the architectural description throughout Section 7.
- While writing, ask yourself “Would the description provided be sufficient for someone to identify that building on the block without seeing any photographs?”

- Differentiate between historic and non-historic features. Architectural descriptions must include discussion of any changes to the building, such as additions or alterations, and when the changes occurred.
- When describing windows, it is important to identify the type, construction material, number, location, and if they are original or replacement.

Single Site Examples

The following nominations contain good examples for single site architectural descriptions and summaries. They can be viewed by visiting the corresponding links.

The Stoutimore House in Plattsburg, Clinton County:

<http://www.dnr.mo.gov/shpo/nps-nr/13000536.pdf>

First National Bank in Bolivar, Polk County:

<http://www.dnr.mo.gov/shpo/nps-nr/13000839.pdf>

Integrity

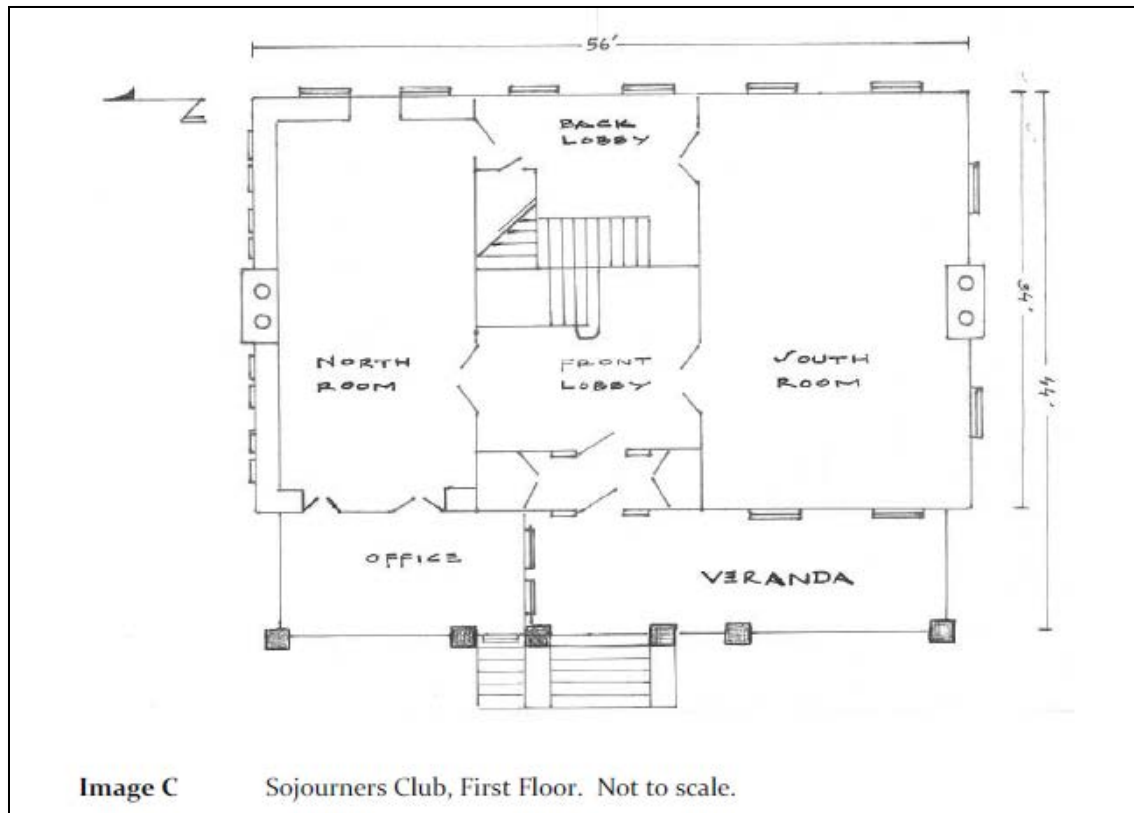
Section 7 should discuss any impacts to the resource's integrity and demonstrate that it retains integrity. To adequately cover the topic of integrity, Section 7 should have its own "Integrity" subsection where all seven aspects of integrity are discussed. Wherever a resource's integrity has been compromised, it must be stated. While there may be different variances in the aspects that result in historic integrity, there are no levels of integrity; a resource either possesses it or it does not. See the chapter "How to Approach the NR Process" for further discussion of integrity.

Interior Description and Floor Plans

The interior architectural description should utilize the same logic and system as the exterior description. Since current floor plans are required for single site nominations, these should be tied into the narrative in the same way as the photographs for the exterior architectural description.

- Floor plans are generally not required for district nominations
- For individual nominations, current floor plans are required for at least the main level of the property. These floor plans are also typically used to key in the photos. For more information, see the Photo Maps section for an example.
- Hand drawn floor plans are acceptable, provided that they are neatly drawn.
- Include a directional arrow and a scale, or note if the plans are not to scale.
- They must be clear and easy to read.

Floor Plans Example



*Image courtesy of Sojourners Club National Register Nomination

Districts

Survey Requirements

The SHPO must have an architectural survey on file before accepting any National Register district nomination for districts over 75 properties. However, the SHPO has additional requirements for district nominations once the process has begun. Regardless of the size of the district, the preparer must include a photo of each resource so that the nomination reviewers can verify the accuracy and description. The individual resource photos do not have to be submitted in hard copy; simply burn them to a disc and include that with the nomination submission. The digital photos do not need to be in any particular format as long as they are clear.

The only exception to this rule is if there has been a recently completed architectural survey of the properties (contact the SHPO if unsure) within the district nomination submittal. If a very recent survey exists, and it is on file with the SHPO, then that is sufficient for nomination review purposes. This is an important requirement because, for example, a 1987 survey would not be nearly as useful to determine the veracity of the Section 7 accounts and descriptions due to changes that the properties may have experienced over time.

Additional Section 7 Requirements for Districts

Section 7 of district nominations **must** contain a heading for each resource in the district. The heading will contain:

- ID number for each resource in the district boundary (1., 2., 3., etc.). This is very helpful for finding specific properties in large district nominations.
- Address
- Contributing or non-contributing status. In the header, put “Contributing”, “Non-Contributing”, or “Previously Listed” for all resources counted in the jacket.
- Date of construction
- If applicable, include the name of the property in the header if it has a specific name.
- The area below this heading will then contain the architectural description. See example below.
 - If a building or outbuilding is NC in a district nomination, the description for that resource should state why that building is NC. For instance, was it recently built or does it have integrity issues?
 - Double check that the contributing status for properties on the district map matches the narrative of Section 7.

Example for District Nomination Section

4 Regent Avenue, Regent Avenue Bridge; 1917; contributing structure

Style/form: Reinforced concrete open spandrel arch bridge

Photograph: 22 *Builder:* Western Bridge Co.

The Regent Avenue Bridge is a reinforced concrete, open spandrel arch bridge, featuring pierced spandrel walls with no fill materials. The simple span bridge has a deck travel surface above the single arch featuring a spandrel column on either side of the arch and concrete abutments. The concrete railing has square posts with a railing above a balustrade with pierced openings. By eliminating the walls and fill material inside, the bridge was viewed less expensive to construct, and was considered more aesthetically pleasing as well.⁷ On the interior of the southwest corner post is a bronze plaque with the following inscription: “Western Bridge Co.; Harrisonville, Mo.; 1917; W.C. Patton; City Engineer.” It spans the Fishing River at the east end of Regent Avenue.

5 507 Elms Boulevard; Reed Realty & Insurance Building; c. 1955; contributing building

Property Type: Commercial building

Photograph: 13

This one-story commercial building with brick and stone veneer has a nearly square plan and low-pitched hip roof. Located on a corner lot, it has two “primary” elevations – north and west – with a recessed, angled entry door on the northwest corner. This wood entry door (possibly historic) has a single large glass sash with simple wood frame. There are two recessed metal historic windows on the west elevation. Both are large rectangular windows with a large central sash flanked by narrow 1/1 windows on either side. A solid panel door (not historic) is at the south end of this elevation. The north elevation also has two metal windows; one is identical to those on the west, while the other has paired 1/1 windows. These windows are smaller than typically found on commercial buildings, and are more representative of post-World War II residential forms. There are three windows on the south elevation: one large window identical to those on the west, a smaller fixed sash window, and a tall 1/1 window. Another wood door is east of these windows. The west elevation has red brick veneer with a lower band of thin, horizontal red stone veneer beneath the window sill. The north elevation has brick veneer above the windows lintels, and a light on the west elevation, and a light stone veneer on the remainder of the wall. This same light stone veneer covers the entire south elevation. It is little altered on the exterior.

*Image courtesy of The Elms Historic District National Register Nomination, 2014.

Section 8

Section 8 is often considered the most important section of a nomination. It describes why a property is eligible for the National Register and provides a history by which to evaluate its significance. This section has three main parts: the summary, narrative and conclusion.

Summary:

When revisiting a nomination, the Section 8 Summary is typically the go-to source. It contains the main points about the nominated property or district. The summary should include the name of the property, its location (address, city, county), the criteria and area of significance, the level of significance (local, state, national), the period of significance and a justification for it. Significant dates and criteria considerations will also be discussed in this section. Be sure the information on the jacket is consistent with information provided here. The summary will include the concise reason why a property is eligible. It should be less than a page in length. The summary from the *Will Mayfield College Campus* nomination provides a good example of a strong Section 8 Summary.⁴

Summary

The Will Mayfield College Campus, 207 Mayfield Dr., Marble Hill, Bollinger County, is locally significant under National Register of Historic Places Criteria A in the area of EDUCATION. Established in 1878 by Drs. William H. Mayfield and H.J. Smith, the private high school/preparatory school and junior college serviced Bollinger and surrounding counties. The school emphasized academic courses for high school students, religious education, and teacher training. The two buildings on campus include the earliest purpose-built college building (Administration Building) initially constructed in 1884. Attendance at the college peaked in the 1920s, encouraged by a building campaign that culminated in the construction of the Arts & Science Building (1924-27) and additions to the Administration Building (1909 and 1924-25). Architect L. Baylor Pendleton was responsible for the design of the Arts & Science Building and the 1920s additions to the original campus building. These buildings represent the full spectrum of the school's educational influence as a rural college. The period of significance is 1884 to 1934, the date of construction of the Administration Building through the year the school closed its doors.

Narrative:

The narrative provides the historic information by which to evaluate the significance of a property and an argument as to why the property is eligible. This generally begins with a history of the property location. When approaching this section, take care to be concise but thorough. For instance, if nominating a commercial property in a small town, a brief history of the town in relation to how the nominated property came to be established would be appropriate. An in-depth

⁴ Example Source: Patterson, Tiffany. "Mayfield, Will College Campus, Bollinger County, Missouri," National Register of Historic Places Nomination Form, 2013. p. 4

discussion on the flour mill down the street or a lengthy biographical subsection about the founding fathers would not be relevant. Keep the period of significance in mind. If the area of significance is commerce with a period of significance of 1920 to 1945 and the town was established in 1870, it is not necessary to include pre-settlement information. What is needed is an understanding of the commercial history of the community. Some information before the period of significance is necessary to set the stage, but this generally falls within a 10-20 year period depending upon the argument. The history of the property should stay as specific to the nominated building(s) as possible. In review comments, staff often cautions against “chasing white rabbits” (see page 31) or pursuing areas of historic information that are not pertinent to the eligibility of a building. Including a lot of genealogical information is a prime example of this.

Providing too little information is just as detrimental. Does the narrative provide enough context so someone not familiar with the subject has a clear understanding of why the building or district is important? Simply stating a district represents a change in development patterns by itself is not enough to make a case for listing. This statement must be supported via a discussion on the community’s growth.

The narrative may include subsections for each area of significance under which a district or property is nominated. This is a good way to help focus the document. The narrative may also have a subsection for the architect or builder. This may help clarify the significance of a property, especially if it is being nominated under Criterion C for architecture. Again, be careful not to include too much biographical information. What is needed is information about the architect and their work to understand the significance of the building in question.

For a district, the narrative will provide a discussion on the development of the area within the boundary, including a brief justification of the boundary itself (a formal boundary justification will be included later in Part 10).

When writing the narrative, keep the information provided in the Section 8 Summary squarely in mind. **If it is mentioned in the summary, it should be further expanded upon in the narrative.** From time to time, staff sees information in a Section 8 Summary and it is never mentioned again. The information in the summary should be supported by the historic context and then its significance argued for in the narrative. The context and argument are the key portions of the narrative and will take center stage. Since this is the case, they are described in more detail below.

Comparisons with similar properties are generally included in this section to make a case for listing. In order to understand a resource’s significance, often times it has to be measured against other properties of similar design or purpose. For example, if a city has many Second Empire-style homes, explain what makes this one significant for architecture. Make sure the comparisons are appropriate. Comparing an industrial structure to a residential home is not likely to provide a good basis for analysis. On the flip side, relying too much on similar properties that were previously listed can be detrimental as each nomination provides an argument specific to that resource. A nominated district or property must stand on its own merit.

Since the narrative is unique to the area and period of significance a property is nominated under, providing specific examples in this guide would be impractical. Instead, it is recommended to contact the SHPO for an example nomination similar to the property being considered for listing.

Conclusion:

Section 8 will conclude by reiterating the argument based upon the historic context discussed in the narrative. Conclusions are generally less than a few paragraphs but are a nice way to tie everything together. The Section 8 Conclusion from the *Sojourners Club* nomination in Kirksville, Adair County, nominated under Criteria A and C in the areas of social history and architecture provides a nice synopsis of the nomination.⁵

CONCLUSION

The Sojourners Club looks today much as it did when Irwin Dunbar designed it in 1916. Despite changes to the veranda, balustrade and roofing materials, this historic building provides one of the few local examples of Prairie School style. And it is a good example of early-twentieth century clubhouse architecture in Kirksville. Even though it was located near the middle of a block, the Sojourners Club was designed to be a freestanding building with narrow, open space around it; this necessitated visible detailing on all sides. Unlike the surrounding two-part commercial blocks with party walls and ornamentation restricted to one or two facades, the Sojourners Club exhibits distinguishing stylistic components on each of its four elevations.

What is more, the clubhouse has robust connections with local social history. The nominated property is associated with leading women, their philanthropies and aspects of the Women's Movement. It housed an organization focused on the development of women's intellectual, cultural, social, domestic and leadership skills and on civic engagement. For over seventy years the nominated property was a center of community activity -- used by this women's club and their principal philanthropy, Adair County's only lending library for its citizens.

Its function as a women's clubhouse and a public library, together with its rare hybridization of Prairie School and Craftsman detailing in the central business district, make the Sojourners Club a significant part of both Kirksville's social history and its architectural environment.

As with the rest of the document, any source material in Section 8 should be properly cited with footnotes and figures and photos tied in as appropriate.

⁵ Example Source: Woodcox, Cole. "Sojourners Club, Adair County, Missouri," National Register of Historic Places Nomination Form, pending listing 2013. p. 21

Historic Context and Argument:

One of the most common comments staff provides to preparers concerns the establishment of historic context and developing an argument. **Significance should never be considered self-evident.** For example, it is easy to say a property is eligible for listing because it is an excellent example of a particular architectural style. However, that claim must be justified via a discussion on the architectural style in question. What features are prominent in this particular style and how does the nominated property reflect these features? Where did the style come from historically? Is the nominated property typical for this sort of style? Are there any other properties of the same style in the vicinity? How do they compare? These are a few of the questions that need to be considered when approaching the Section 8 narrative.

“The evaluation of properties for National Register eligibility involves an assessment of the significance of a property in terms of the history of the relevant geographical area, the history of associated historical themes or subjects, and within an historical and contemporary time frame—in other words, its *context*.”⁶ Without this context, it’s almost impossible to establish the eligibility of a property.

Every property has a history; an argument must be made why a property’s history is *significant*. Listing mere facts does not make an argument. There is the “so what” factor to consider. You may understand why a property is eligible but unless the nomination clearly demonstrates the reason for significance it may not convince the audience. A good way to approach an argument is to keep the reason why a property is eligible in the foreground and avoid extraneous information, which can distract the reader. While there may be interesting factual tidbits, the focus must always be on the nominated property. Each line of reasoning for significance must be fully explored and defended, so take care when selecting an argument.

The National Park Service has several sources related to context that are highly recommended.

White Paper on Historic Context: <http://www.nps.gov/nr/publications/policy.htm#drafts>

Context, Context, Context, webinar: <http://www.nps.gov/nr/publications/guidance/pastwebinars.htm>

Period of Significance:

The period of significance is the date, or range of dates, a property was *significant*.

Significance does not always translate to how long a property was used. A high school may be significant under Criteria A for education because it was the only facility where residents could receive a high school education between 1905 and 1915, when a second high school was built. The nominated school discontinued classes in 1950 and afterward the building was used as office space. The period of significance would begin in 1905 and extend to 1915, when the other high school was built. Even though the nominated property operated as an educational institution up to 1950, it was only *significant* for a period of 10 years when it was the only institution in the community offering a high school curriculum.

⁶ Wyatt, Barbara. *Components of a Historic Context: A National Register White Paper*. 04.09.09. <http://www.nps.gov/nr/publications/policy.htm#drafts> Accessed 12-11-2013.

For properties or districts whose period of significance extends beyond the “50-year mark,” staff recommends using the following language as outlined in the National Register Bulletin *How to Complete the National Registration Form*. “The period of significance ends in 1964 (or whenever) when activities began historically continued to have importance and no more specific date can be defined to end the historic period.”⁷ Even if the 50-year mark is used, an appropriate end date is still needed in the narrative. For example, if a property’s significance ended in 1983, make a note of it in the Section 8 narrative when discussing the period of significance. This identifies the true ending of significance, and if the nomination is ever updated in the future, it can be edited as appropriate.

General Tips:

Below are some general tips when considering Section 8 of a National Register nomination.

- **White Rabbits**

Avoid chasing them. White rabbits are considered tidbits of information or lines of thought that are not directly related to the context of the nomination. For example, a former home owner in a residential district may have been a famous writer. While this may be worth mentioning, a full page about the author’s work probably does not belong in the nomination.

- **Peacock wording**

Also known as puffery, boosterism and bolsterism, peacock words are terms or phrases that are excessively praising in nature. This is when a narrative builds up a person, place, project, etc., generally without any form of verification. They are, most often, opinions. For example,

John A. Smith was a genius before his time in outbuilding design. Brilliant at a young age, Smith learned the value of using local materials by watching his father labor in the noble trade of woodworking for the quaint community of Appleton. John’s visionary use of wood beams was without compare and demonstrates his keen aptitude for artistic expression in the folk-vernacular tradition.

Nominations are meant to be **objective** in tone. If someone’s work is significant, let it speak for itself. Common peacock words are “renowned,” “visionary,” “brilliant,” “genius,” “world-class,” “outstanding,” etc. Certainly these words can be used in moderation, but strive to keep the tone as impartial as possible. Conversely, downplaying another property or architect to make a case for the property being nominated can fall into the same trap. Phrases like “short-sighted,” “simple,” “plain,” “ordinary,” and “unappealing” are words that can be used to express an opinion instead of providing an objective account of events.

⁷ National Park Service. National Register Bulletin: How to Complete the National Register Registration Form. 1997. p. 42

- **Data Dumping**

Similar to chasing white rabbits, data dumping is the act of providing too much information that may not be necessary to understand a nomination's context. Data dumping differs slightly as it could be on topic but simply is extraneous. For example, providing the ins and outs of a housing law or each step in the purchase of a property can be highly distracting to a reader. Provide enough information to make a case but get to the point as soon as possible. What does the audience need to know to understand the significance of a property?

- **Fishing**

Fishing is a term used for nominations that provide a lot of interesting facts but do not fully explore any of them as a potential argument for significance. This often occurs in nominations that have not completed previous eligibility assessments (see chapter "Approaching the NR Process" for more info) and are typically common property types. For example, a nomination for a stand-alone two-part commercial block may report that it has unique guttering, contained a store that sold a certain type of can opener in the 1930s, and was built next to the train station. It may state these facts and note they are important in hopes one of them will stick as an area of significance. However, without a discussion that develops each one of these aspects, it does not provide a basis for evaluation.

Remember, **an accumulation of historic facts does not make a property eligible.**

Generally, more research and focus can resolve this issue but sometimes a property simply is not eligible, which is why staff always encourage the completion of an Eligibility Assessment before a nomination is submitted to our office.

- **Previously listed resources**

National Register nominations provide a wealth of information and staff highly recommends reviewing nominations that are similar in scope to a potential project. This is especially important for first-time or new preparers as they can get a sense of the format of a nomination (assuming a current example is considered).

While previously listed nominations are an excellent resource, they can sometimes be deceiving when it comes to evaluating the eligibility of other resources. Simply because a resource was nominated and successfully listed does not mean a similar resource will be listed. . Similar listed properties can and should be discussed in a nomination, but the argument cannot be based solely upon the context of another nomination. Each property or district must make their own individual case. In addition, early nominations tend to be bare bones when it comes to developing a historic context. SHPO staff may not fully understand why a certain property was considered contributing or non-contributing in 1979, as many of the documents do not explain their rationale at the time of selection.

While National Register standards have remained relatively stable, the way they are interpreted may change with NPS and SHPO staff. A nomination that was accepted in 1995 may not qualify today. When in doubt, it is always a good idea to check in with the SHPO staff for clarification.

- **Locational or Familiarity Biases**

Locational or familiarity biases may happen when the preparer assumes the reader is as familiar with the locale or topic as they are. Typically, this occurs when referencing geographic locations. For example, stating the property is a few blocks down from the arena may mean something to someone from your town but may not to a reader from out of state. This can also occur when referencing the names of architects, builders and localized historic events. The National Park Service reviewer is from Washington D.C. and is likely not familiar with local historic events. Write out the full names of streets and provide maps. This can be vital for orientation purposes, especially in districts.

Preparers who are experts on a certain subject sometimes struggle with this issue. A specialist on the architecture of Nelle E. Peters in Kansas City may mention her name assuming the audience knows who this person is. If mentioning an individual, briefly note who they are and why they bear mentioning. If noting a localized event, add a sentence or two that briefly defines the incident. Write for a general audience.

- **Argument**

As noted above, listing facts alone does not make a case of significance for National Register purposes; an argument is needed. Since it is sometimes difficult to comprehend the idea of an argument, the following exercise may be helpful: Assume the reader is a moody adolescent who counters your reason for significance with a “so what?” How would you go about convincing someone unfamiliar with a resource of its importance? Focus on *why* the property is important in relation to its surroundings or level of significance (local, state, or national). If a property is locally significant for industry in Carthage, it may be helpful to begin by discussing industry in general in Carthage and how the nominated property was integral to Carthage’s success. Remember, every area of significance selected in a nomination must have its own separate argument.

- **Conjecture**

Take care not to form an argument on incomplete information or assumptions. Conjecture often occurs hand-in-hand with peacock wording. An example of conjecture would be the following: “Mr. Mathis’s designs utilize stone; undoubtedly he was influenced by English architecture during his summer trip to London in his mid-twenties.” Just because Mr. Mathis went to London for a summer does not mean it had an impact on his architectural designs. Unless there is a record of him stating as much, it would be better to say he *may* have been influenced or simply remove the statement if no supporting evidence can be presented.

- **When in doubt, contact the SHPO**

Staff is more than happy to assist where possible. While staff cannot perform research, they can typically point a preparer in the right direction or provide a similar example that could be useful in preparing a Section 8 narrative or argument. Please contact staff if there are any questions or concerns. That is what SHPO is there for.

Section 10, Floor Plans, Owner Info

Verbal Boundary Description

This section should be used to describe the location and boundaries of the resource in greater detail than those listed on the jacket. This section provides the opportunity to define the geographic parameters of the nomination. There are several methods for describing the boundaries, including: legal descriptions, block numbers and detentions of land from a fixed point like a street intersection. Likewise, a map can be used in lieu of a narrative. In this case, simply note in this section the boundary is indicated on an accompanying map. The map should clearly define the boundaries; include a directional arrow or compass, and a scale. See chapter on maps for more information.

Example: Single site nomination.

All of Lot 2, Block 23, Original Town, Section 9, Township 62, Range 15 -- a sector laid out in the center of Kirksville, Adair County, Missouri.⁸

Example: District nomination.

The Downtown Troy Historic District encompasses portions of the Original Town of Troy, Collier's Addition and Wood's Addition, including Lots 102-103, 106-110, 112, 116, 118, 129-141, 158-167, 180-191 and 200.⁹

Boundary Justification

When selecting boundaries, it is important to keep in mind the property's history, integrity and context. For instance, if a farm is nominated for significance in agriculture but the boundary does not take into account the associated fields, then the property may not convey its proposed area of significance.

Example: Single site nomination.

The boundaries of the nominated property include the parcels of land historically associated with the resource.¹⁰

Example: District.

The Downtown Troy Historic District includes all of Troy's original commercial row along Main, Second and Union Streets, and includes the Woods' Fort parcel encompassing the former Town Spring lot and Cottle House near the intersection of Boone and Main Streets.¹¹

For more information about writing boundary justifications see *Bulletin 16A*.

⁸ Woodcox, Cole. Sojourner's Club. 2013

⁹ Keenoy, Ruth. Downtown Troy Historic District. 2013.

¹⁰ Rieke, Lauren. Plaza House Apartments. 2013.

¹¹ Keenoy, 2013.

Site and Floor Plans

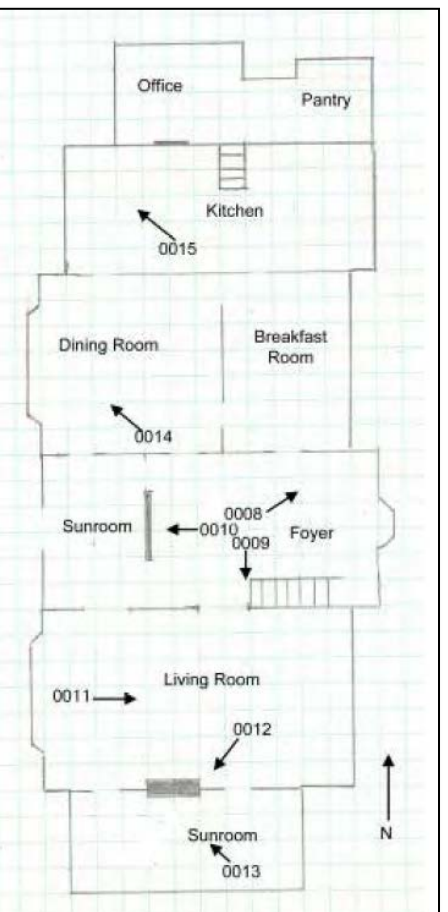
There must be a site plan and a current floor plan for single site nominations. For district nominations, a complete map with proposed boundaries is required, and each building (including outbuildings) in the boundary must be labeled with its status as contributing or non-contributing.

Additionally, a map is required that indicates where each photo was taken; this information can be placed on a separate map or a floor plan. Please see the section of this document called “Photo Maps” for more information.

Information on creating site plans using web-based mapping software can be found on pages 43-49. If a web-based system is not being used, it is possible to use another computer application or a hand drawn rendering of the site provided that it shows all of the resources, a north arrow and a scale (or otherwise a note saying it is not to scale), and is legible.

Current floor plans of at least the first floor must be included for single site nominations. Historic floor plans are nice, but they do not always reflect the layout of the structure as it is at the time of nomination. All plans must have a north arrow and be legible in black and white. Plans condensed from technical blueprints should be avoided as they often have too much information to be legible when reproduced on a standard 8.5x11 piece of paper. Therefore, more simplified computer or hand rendered drawings are preferred provided that they are legible and professional.

Example: Clear representation of a floor plan with photo map included. Susan Jezak Ford. Braley, Charles A., House. 2013 (not to scale).



Some floor plans feature elaborate technical and architectural details, and these can be quite cluttered and difficult to read. For nomination purposes, simpler tends to be better.

Owner Notification

The SHPO is required to notify all property owners that their property is being nominated to the National Register. The owners are given a period to object to the listing if they so desire. In order to comply with the regulations, the SHPO needs the mailing addresses of all property owners contained within the nominated area regardless of contributing status. For single site

nominations, include the physical address, not a P.O. Box address, because the final certificate can only be mailed to a physical address. To ensure that the correct and current owner has been notified, it is required in the regulations that the preparer check the tax records for the current ownership no longer than 90 days before submitting a nomination to the SHPO for review.¹² This information should be included on the last continuation page(s).

Note: Preparers must notify the SHPO if a building or site is owned by the federal government (post offices, certain court buildings, etc.). When properties are owned by the federal government, the SHPO is not only required to notify the Certified Local Government (if applicable), but also the mayor, and the Federal Preservation Officer (as the owner). Failure to notify the federal owner is considered an administrative error and could preclude its listing and could potentially delay the listing of a historic district.

¹² National Register Federal Program Regulations Sec. 60.6d.

Multiple Property Documentation Forms

Nominating a Property under a Multiple Property Documentation Form

A Multiple Property Documentation Form (MPDF) is a means of recording the context of properties that share a common theme or background. While they are not nominations in and of themselves, they are used as an evaluation tool and can make the nomination process for related property types easier. For instance, it could be difficult to nominate a simple gable-front rural church for its architectural merit by itself. Rural churches tend to be plain in appearance and are somewhat ubiquitous throughout the state. However, a comparative study of rural churches completed in 2010 by SHPO staff revealed a common typology. This study was turned into *Rural Church Architecture of Missouri, c. 1819 to c. 1945*, a MPDF that included a historic context for rural church evaluation. This MPDF made listing some rural churches more feasible as the extensive research necessary to create a working context on Missouri rural churches had been completed, significance discussed, and well-defined types identified.

MPDFs are divided into two main sections: the historic context and associated properties types. The context, Section E, provides the historic information as it pertains to a resource. The associated property type section, Section F, designates property types that can be nominated under the MPDF including what criteria of significance may apply.

While this guide does not include a section on completing a MPDF, the National Park Service has a bulletin on the topic, which can be found here: <http://www.nps.gov/nr/publications/bulletins/nrb16b/>

If using a MPDF, it is important to remember the property still must be eligible on its own. Stating a property is covered under a MPDF in a nomination by itself is not enough to make the case for listing. It is important to explain how a property fits under a MPDF both for the context and the property type (sections E and F). Missouri Advisory Council on Historic Preservation members have stated they do not want to re-read a MPDF every time a property is nominated under it. Thus, it is always a good idea to provide a quick summary of the main points of a given context as a refresher.

“The context in a listed MPDF should not be repeated in related nominations, although salient aspects should be summarized.” – Barbara Wyatt

“The Components of a Historic Context.”
National Register White Paper. 4.9.2009.

Contacting the SHPO for examples of nominations that are successful utilizing a MPDF is highly recommended. Likewise, a list of MPDFs is available by contacting the SHPO.

Source Citations, Plagiarism, and Writing

A sound historical narrative must conform to standard writing practices and include properly formatted bibliographical information, citations and original text.

Source Citations

In the realm of historical writing, the Turabian (Chicago) Style represents the appropriate method of citing information sources in footnotes and the bibliography. Examples of proper source citations can be found in Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*.¹³ The information for this style guide is also widely published on the internet. For SHPO purposes, footnotes for citations are required — endnotes or parenthetical citations will not be accepted. If there are any troubles with formatting, please contact the SHPO.

Sources

A lack of sources is a “red flag” for nomination reviewers. A deficiency in the number of source citations indicates that there could be plagiarism, inaccurate information, or too much conjecture used to support the document's main points.

The nature of National Register nominations, especially since they are used for planning and research purposes, requires the documents to follow sound academic practices. This includes using reliable sources and accurately retrieving information from source material. Reviewers can and will check the factual accuracy of sources if necessary. For further discussion on determining relevant and reliable sources, see *Turabian* (section 3.4).

Footnotes

Footnotes are a crucial component of an effective National Register nomination. As is typical for most forms of historical writing, Turabian Style is the standard practice. Although this writing style allows for footnotes, endnotes or parenthetical citations in most documents, the Missouri SHPO will **only** accept nominations with properly cited footnotes. Chapters 16 and 17 in the Turabian Style guidebook will discuss at length the proper footnote format for a wide variety of source types (e.g. books, newspapers, journal articles).

Footnotes **must** be used to cite a source when you quote exact words from a source; paraphrase ideas that are associated with a source, even if it isn't an exact quote; or use any idea, data or method attributable to any consulted source. For more information, see *Turabian* (section 15.2). A lack of footnotes is a “red flag” for nomination reviewers (see above). The nomination must be

¹³ For the purposes of this guide, SHPO utilized the 7th Edition of Kate L. Turabian's *A Manual for Writers of Research Papers, Theses and Dissertations*. Although the 8th Edition is the most current, the topics and corresponding section numbers stay consistent between the different editions.

sufficiently cited before the SHPO will submit it to the National Park Service. If you have trouble formatting the footnotes, please contact the SHPO for assistance.

DO NOT use “blanket citations.” In other words, sentences must be cited as you go along. A single citation at the end of the document for a source is insufficient because it does not state which pieces of information were gleaned from that source and where the information can be found in that source. Similarly, a single sentence or citation at the beginning of the document that mentions that a particular source will be used throughout the narrative is also unacceptable.

Additionally, if several sources are utilized to make a single point, use one footnote/citation containing the sources used—list them in the order they appear in the text and separate each with a semicolon. See Turabian format (section 16.3.5) for complex citation format.

Footnotes in a nomination are also acceptable outlets to discuss a slightly off-topic point or anecdote that is worthy of mentioning but might disrupt the sentence flow in the text.

Bibliography

Bibliographical entries are generally needed for every source used in the document. Do not forget the source material used for figures. Please note that bibliographical citations are not identical to footnote citations. See Turabian Chapter 16 and 17 to ensure that the bibliography (Section 9 of the nomination) meets Turabian Style standards.

Examples: Located below there are three citation versions: in the image, “1.” and “2.” refer to the note citation form and note short-form, respectively. Directly below and not associated with a number is an example of a bibliography citation.

Book

One author

1. Malcolm Gladwell, *The Tipping Point: How Little Things Can Make a Big Difference* (Boston: Little, Brown, 2000), 64–65.
2. Gladwell, *Tipping Point*, 71.

Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference*. Boston: Little, Brown, 2000.

Journal article

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

Article in a print journal

1. Alexandra Bogren, “Gender and Alcohol: The Swedish Press Debate,” *Journal of Gender Studies* 20, no. 2 (June 2011): 156.
2. Bogren, “Gender and Alcohol,” 157.

Bogren, Alexandra. “Gender and Alcohol: The Swedish Press Debate.” *Journal of Gender Studies* 20, no. 2 (June 2011): 155–69.

Newspaper article

Newspaper articles may be cited in running text (“As Elisabeth Bumiller and Thom Shanker noted in a *New York Times* article on January 23, 2013, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.

1. Elisabeth Bumiller and Thom Shanker, “Pentagon Lifts Ban on Women in Combat,” *New York Times*, January 23, 2013, accessed January 24, 2013, <http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-in-combat.html>.

2. Bumiller and Shanker, “Pentagon Lifts Ban.”

Bumiller, Elisabeth, and Thom Shanker. “Pentagon Lifts Ban on Women in Combat.” *New York Times*, January 23, 2013. Accessed January 24, 2013. <http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-in-combat.html>.

Above examples courtesy of: http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

Plagiarism

Plagiarism in any form is not acceptable and is sufficient reason for the nomination to be returned to the preparer. Plagiarism occurs when information from a source is used but not cited; a source is cited but the exact words were used and not put into quotation marks or blocked quotation; or a source is paraphrased and cited, but the words used are too similar to the original. Please visit <http://www.plagiarism.org> or consult *Turabian* (Section 7.9) for additional information.

Copy and Pasted Material

Copy and pasted material in a nomination is only acceptable in Section 7 for architectural descriptions taken from survey forms provided that the description has not changed by the time of the nomination. If this is done, it needs to be stated and properly cited at the beginning of the section.

Copy and pasted material is **not** acceptable in Section 8 of any nomination. Preparers sometimes copy large swaths of text from historical sources, especially previous National Register nominations and architectural surveys. This is not an acceptable practice even if it is properly cited. All information taken from *any* other source must be properly cited immediately and as often as it is referenced. The SHPO regularly checks references and sources.

Citing Your Own Work

If your nomination references your own published work or research, it still must be cited appropriately just like any other source from a different author.

Use of Quotations

Run-on Quotations

In Section 8 of the National Register nomination, a frequent problem is quote-heavy narratives. While quotations can be useful in historical writing, they need to be used carefully. Among other things, an overabundance of quotations indicates that the writer did not conduct sufficient research or analysis to craft the narrative in their own words.

Quotations should be used sparingly. In other words, do not quote if you can paraphrase. However, quoting is acceptable when the original words are especially memorable or when paraphrasing cannot adequately express the intended idea.

When quoting passages fewer than five lines, enclose the exact words in the text by using double quotations marks (“ ”). Use an ellipsis for omitted words. More information can be found in *Turabian* (section 25.2.1).

Example

The reviewer advises that “this is an example of a standard run-in quotation.”
--

Block Quotations

Quotations five lines or longer should be written in single-space block quotation format (See *Turabian* section 25.2.2.).

In the examples below, note the formatting differences between the two types of block quotations. In the first example, the block quote is introduced by a complete sentence, so a colon is placed before the quote. In the second example, only an introductory clause precedes the quotation, so a comma is used. For any block quotation, the entire block must be indented. In the second example below, note that the first line is indented one step further when the quote actually begins a paragraph in the original source.

Examples

King analyzes the possible identities of the six Cherokee chiefs who appeared in London in 1790 and 1791:

The number, description, and dates fit only a group led by William Augustus Bowles, whose presence in London was widely reported in the contemporary press. Bowles himself was indeed no Indian, but a Tory American, an early “Indian hobbyist” who was perhaps the most colorful adventurer and imposter of the southern frontier. His companions were, however, Indians, and it is clear from several contemporary references that three of them were Cherokee and two Creek. Bowles himself wrote out their names at the head of a letter to the king.¹

According to King,

The delegation, an invention of Bowles, cannot be understood apart from his biography and his personality. He was born in 1763 in Frederick, on the Maryland frontier, the son of Thomas Bowles, an immigrant from London, and his wife, Eleanor. At the outbreak of the Revolution the family were Tories, and William went to Philadelphia in the fall of 1777 to enlist as a common soldier in one of Gen. William Howe’s regiments. He soon shifted to the new regiment of Maryland Loyalists . . . and was shipped to Jamaica and thence to Pensacola.¹

Examples courtesy of: <http://www.wcu.edu/academics/campus-academic-resources/writing-and-learning-commons-walc/writing-support/research-and-documentation/turabian-chicago-documentation-style/turabian-bibliography/turabian-block-quotations.asp>

Grammar

Proper grammar is an important aspect of the nomination and preparers are encouraged to thoroughly proofread the document before a draft is submitted to the SHPO. Additionally, having a second set of eyes to look over the nomination frequently catches additional errors.

Maps

Since there are numerous ways to create maps for a National Register nomination, this section will provide examples of effective maps and list key features that each type of map must contain.

There are typically three types of maps required for nominations: site map, contextual map and photo map. Each will be discussed below for both single site and district nominations. The photo map and site map (or floor plans) can often be combined into one—see the district photo map example below and/or refer to the “Section 7” chapter of this document. Traditional USGS maps are still acceptable and can be used in place of a site map (see page 48).

The National Park Service has a document available online that provides instructions on using various programs and websites to create maps for National Register nominations. This document can be found at the following

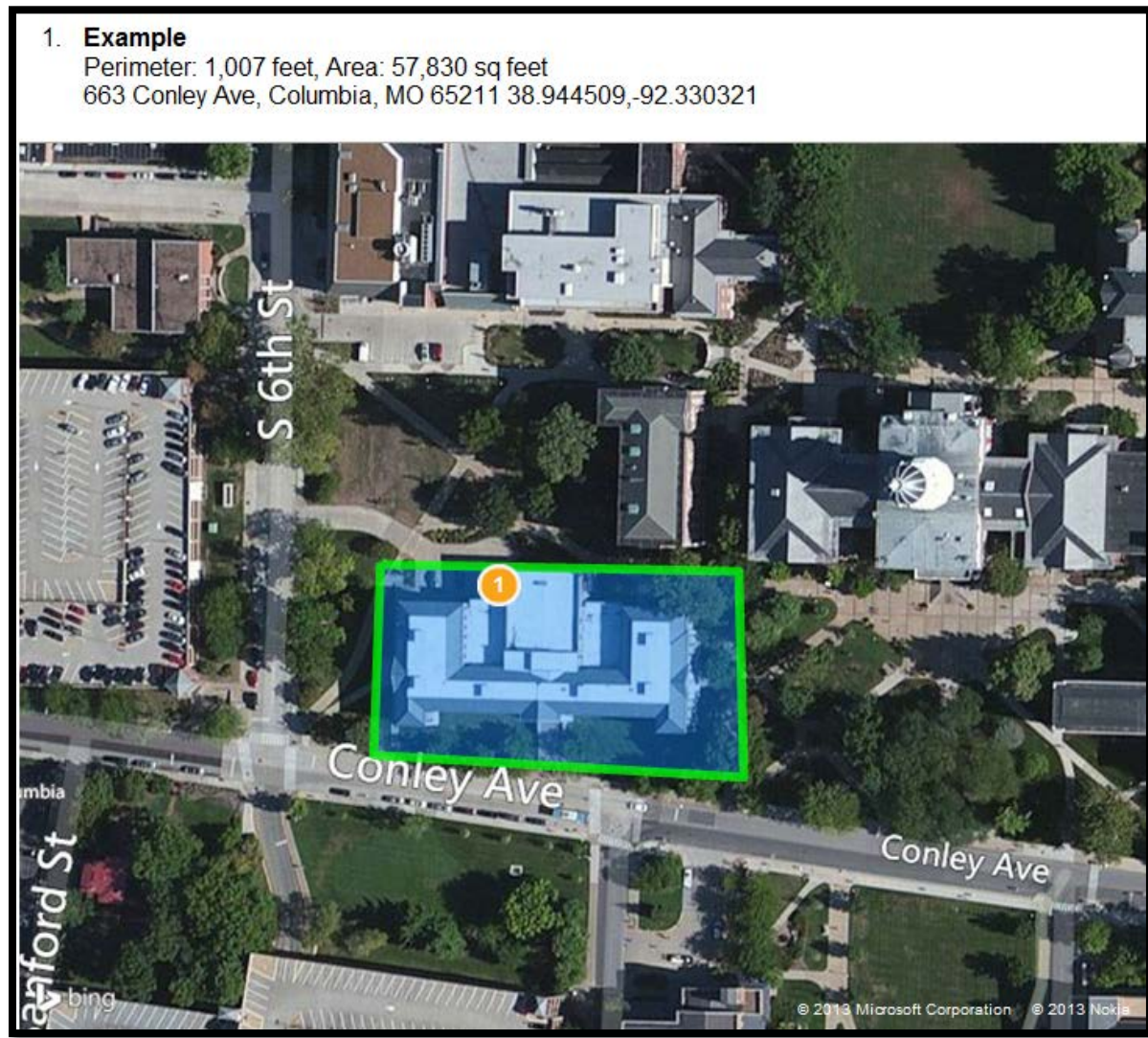
link: http://www.nps.gov/nr/publications/bulletins/GIS_maps/GIS_Guidance_2013_05_15.pdf

Site Maps

Site maps are aerial maps that identify the nominated resource(s) and display the immediate setting and locational context. The figure on page 44 is a great example of how a site map should look. Notice that it is clear and contains no ambiguity concerning the location, address and geographic information. Whether Google Maps, Bing Maps, ArcGIS Explorer Online, ArcMap, or another program is used to create site maps for a National Register nomination, it must contain several key features:

- Each map must contain a north directional indicator. This can be in the form of a north-facing arrow, compass rose or any other commonly recognizable symbol that indicates direction.
- Building address
- Clearly visible latitude and longitude coordinates
- For locational clarity, a pinpoint must be placed on the building itself and/or a border must be created around the building's footprint.
- The map must be readable in black and white as well as color.
- The map should show bordering street names.
- Map scale: Bing Maps will not produce a scale by default, so it is not crucial. However, if actual GIS software is used to create the map, please ensure it has a scale.

Figure: Example Site Map- Bing



*Note: If Bing Maps is used to create a map, the preparer must add a “north directional arrow” after the map is printed or exported from Bing. This can easily be done in Microsoft Paint or Adobe Photoshop by either imposing an arrow on top of the image or adding a symbol image below or beside the map.

**Note: Bing Maps will only provide a scale on the map if you take a screen capture and crop the image. The image above used the “print” function to make a print-ready or PDF-ready document; this method removes the scale from the image.

Figure: ArcGIS Explorer Online Site Map Example



*Note: ArcGIS Explorer Online is an excellent tool for creating maps. It's slightly more complicated to use than Bing Maps, but the customizability and superior map it produces outweighs the learning curve. This in-browser tool can be accessed for free at: <http://www.arcgis.com/explorer/>

Simply set "Imagery" as the base map and begin the process. Please contact the SHPO if in need of additional help using this tool to create NR maps.

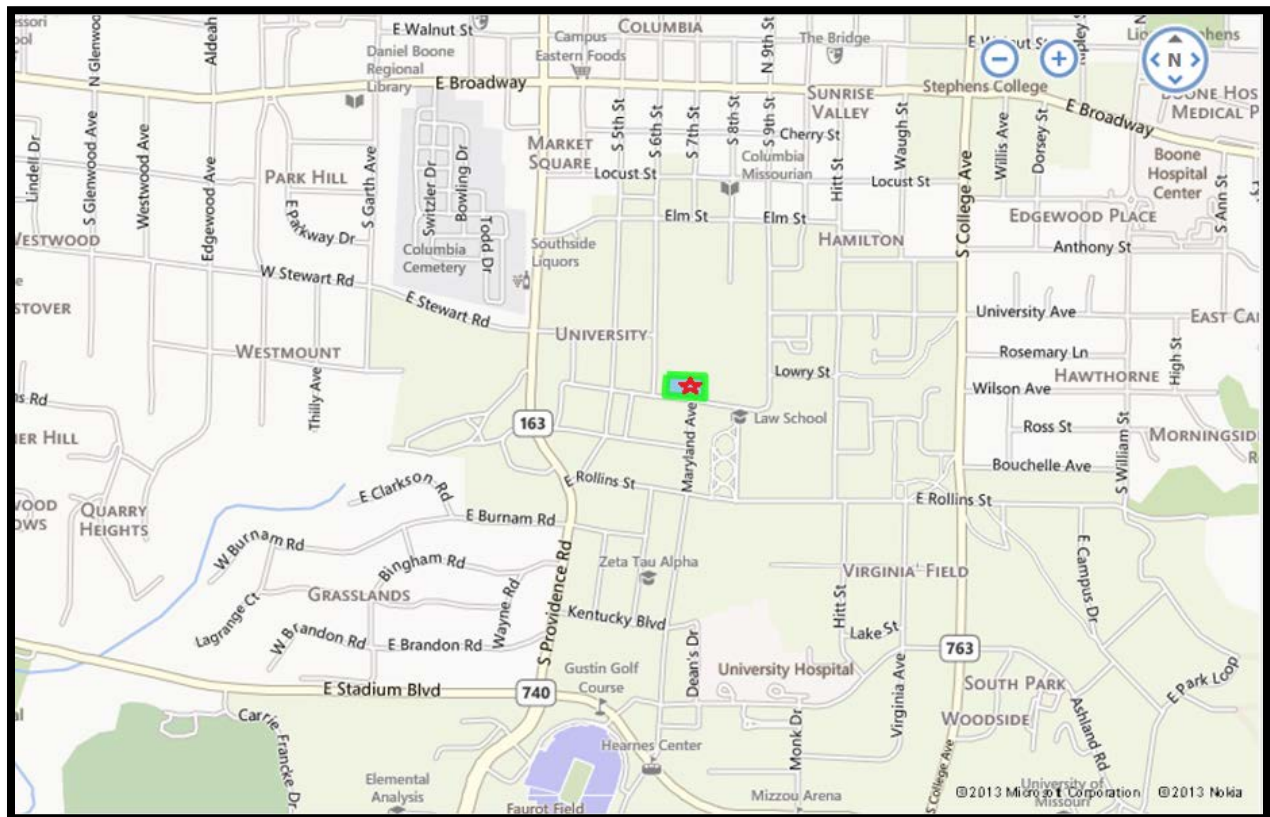
**Note: By default it has a compass, and the coordinates and scale can be toggled on or off with one click.

***Note: The top text box with address and coordinates is not a default feature, but it can be completed by switching to "Presentation View" in Explorer Online, and then entering the geographical information on the title slide.

Contextual Map

A contextual map does not need to be quite as detailed as the site map. Instead, it should simply display and pinpoint a footprint outline of where the building or district falls in a broader geographic context. This can be accomplished in the same way as the above maps, but it is often better to use a “road map” display instead of an aerial image. The figure below is a simple example of a contextual map created using Bing.

Figure: Contextual Map Example



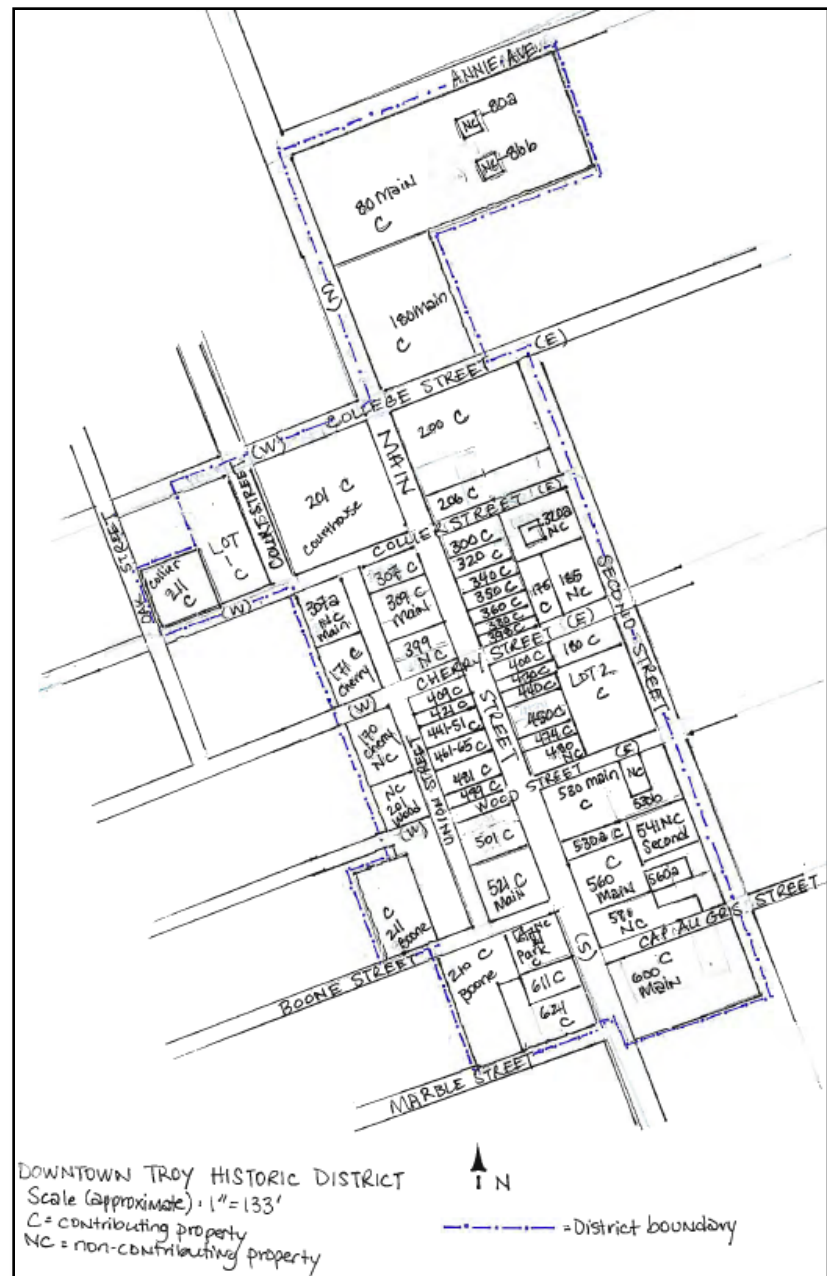
*Note: A scale is not necessarily required for the contextual maps, but it certainly would not hurt.

District Maps¹⁴

For district nominations, the SHPO requires a site map (see instructions above) as well as a district map containing the following features:

- Street names and building addresses
- Identification for contributing and non-contributing resources
- Outbuildings (and their status as contributing or non-contributing)
- Directional arrow or indicator
- District boundary line
- A legend or key that define the symbols used.

While digital maps are preferred, hand-drawn maps—like this example—are perfectly acceptable as long as they are tidy and readable.



¹⁴ Example map below taken from the Troy Downtown Historic District NR Nomination (Listed 10/30/2013).

USGS Maps

The National Park Service still accepts USGS maps in hard copy to fulfill the nomination's map component, so the previous National Register guidelines can be followed to submit these. See National Register Bulletin 16a for more information. The SHPO prefers digital maps with latitude/longitude coordinates over USGS maps because they are easier to use and free to make.

National Register Bulletin 16a (See section 10 on Geographical Data) <http://www.nps.gov/nr/publications/bulletins/pdfs/nrb16a.pdf>

National Register UTM Bulletin: <http://www.nps.gov/nr/publications/bulletins/pdfs/NRB28.pdf>

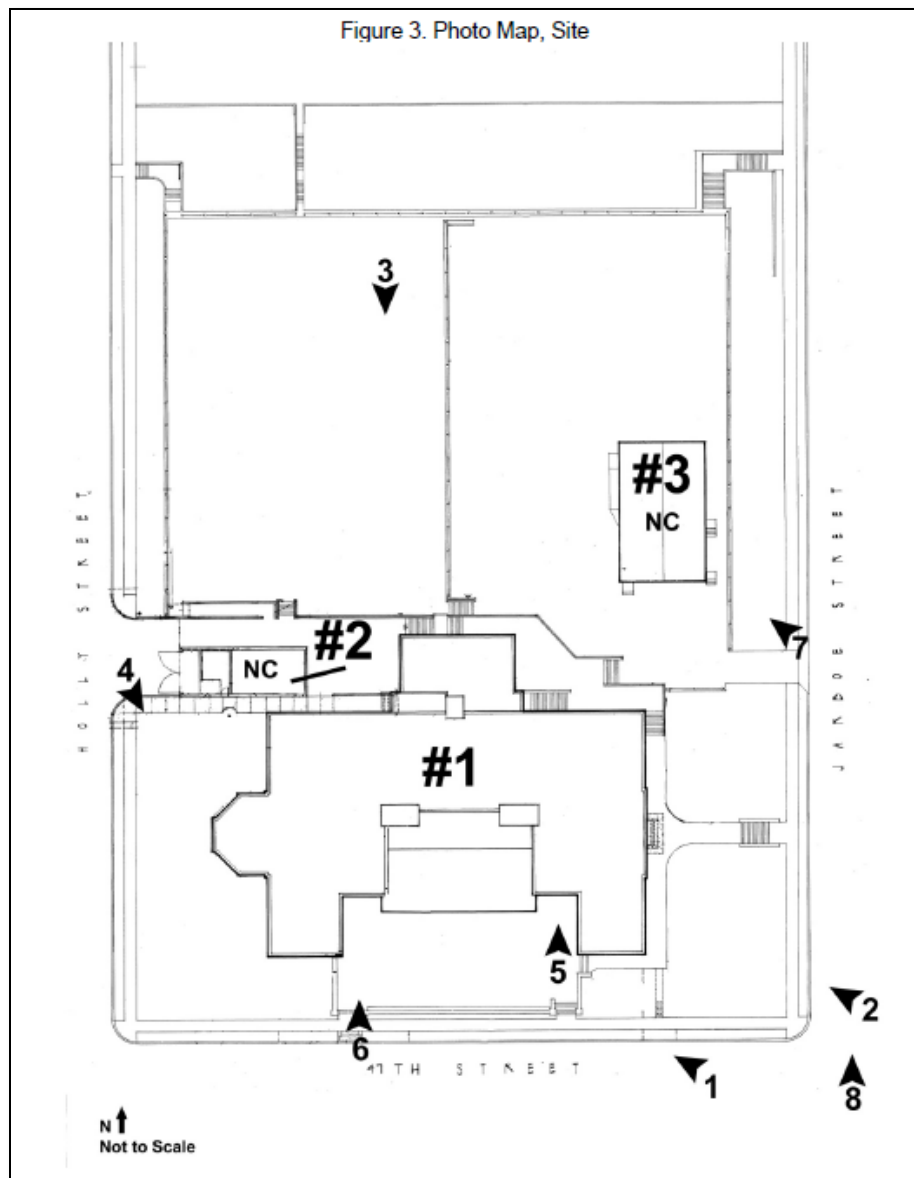
If utilizing a USGS map, please follow these instructions:

- In pencil, draw a dot on the point and circle the exact location
- Neatly draw a line from location to the margin, and then include the appropriate UTM information and complete property address, including city, county, and state.

Photo Map

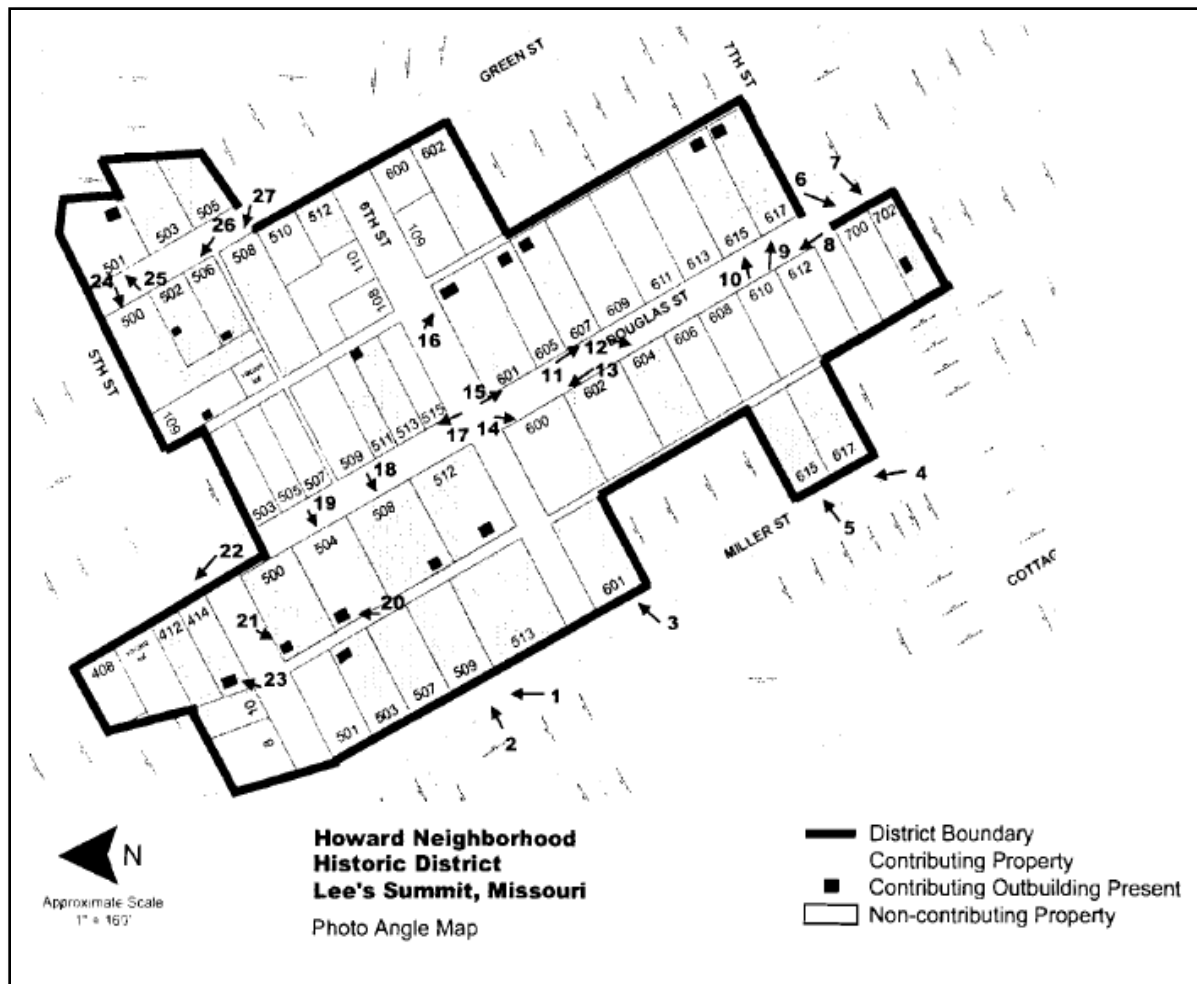
All photographs submitted in the National Register nomination **must** be keyed to a photo map. For instance, if there are 15 photos for a nomination, then there must be a map of the property or district that displays the number, location and direction from which each photograph was taken; the number must correspond to the photo number in the nomination jacket. For single site photo maps, use the current floor plan to document the photos taken. The two images below provide examples of a single site photo map and a district photo map.

Figure: Single Site Photo Map



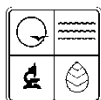
*Image courtesy of E.F. Swinney School National Register Nomination (Listed: 10/16/2013)

Figure: District Photo Map



*Image courtesy of the Howard Neighborhood Historic District National Register Nomination (Listed: 7/03/07)

Photo Policy



Missouri Department of Natural Resources

NATIONAL REGISTER PHOTOGRAPHY GUIDELINES

Based on the National Register Photo Policy Factsheet, National Park Service

State Historic Preservation Office Fact Sheet

Often, visual documentation is the most accessible and understandable part of a nomination. It is important that photos contain sufficient information to illustrate the integrity and significance of a property, and that they be processed in a manner that will ensure high permanence. The photos must show the principal facades and the environment or setting in which the property is located. Additions, alterations and intrusions should appear in the photos. For districts, streetscapes -- a view that shows several buildings and their relation to the street -- are more important than views of individual buildings, although major buildings and styles should be represented. Noncontributing properties also should be represented.

Basic Requirements for all Photographic Prints

- Provide one set of recent 5"x7" or 8"x10" photographs of nominated properties taken within 12 months of the submission.
- All photographs must be printed in black and white using archival paper and ink.
- The photographs must illustrate each exterior elevation, noteworthy interior spaces and the setting for individual properties.
- Districts must have photographic coverage that depicts significant features, pivotal buildings and all major building types and styles.
- Do not affix photographs to forms by staple, clips, glue or any other material.
- Do not affix adhesive labels to photographs.
- Photo locations and directions must be indicated on a map, building footprint or site plan.
- For single site nominations, 5-12 photographs are recommended.
- For most district nominations, 15-25 photographs are recommended. For very large districts, contact the SHPO for further instruction.

The set of prints enables the state repository to have archival grade documentation of the resource that is retained in the Missouri State Archives. Prints larger than snapshot size are required by Missouri because they more clearly illustrate the significant details and features of a property. Because of storage limitations, prints larger than 8" x 10" should not be submitted.

The photographs may be traditional silver emulsion b&w prints, or they may be digital b&w prints that meet a 75-year permanence standard and must be printed at 300 dpi (selected via the computer's print menu). Neither color nor chromogenic b&w prints will be accepted. Prints

must be accompanied by corresponding electronic color uncompressed .TIF (Tagged Image File format) files on CD-R media. No manipulation of the images is allowed.

The size of each image should ideally be 3000 x 2000 pixels. This generally requires a digital camera resolution of six megapixels or greater. At a minimum, the image must be 1600x1200 pixels, requiring a digital camera resolution of at least two megapixels.

For maximum detail, digital images should be saved in 8-bit (or larger) color format (although the prints themselves must be in b&w). The order of the .TIF files must correspond to the photo log that is included in the jacket of the nomination. The digital photo labels will contain the state, county, property name and photo number with underscores. For example, the image files for the John Doe House in Iron County, Missouri, would be saved as "MO_Iron County_John Doe House_0001," "MO_Iron County_John Doe House_0002," etc.

Finally, be sure to label the hard copy photos either using a soft lead pencil such as a 6B or printing the information on the back (the back corner is preferred). It is also possible to print or use an archival pen in the white margin on the front (the image itself should be at least 5"x7"). Labeling on the back of a photo with an archival pen is not recommended as it can bleed through the image. Take care to label the photos correctly. If there are any errors, a new print may be needed (unless using a soft lead pencil) as a replacement. At a minimum, include the sequential number, property name, city, county, and state. List other necessary information in the photo log. Prints with adhesive labels will not be accepted.

For additional information on photography, preparers may wish to consult *National Register Bulletin 23: How to Improve the Quality of Photographs for National Register Nominations* www.cr.nps.gov/nr/publications/bulletins/photobul/. Although *Bulletin 23* was written before the digital revolution, it provides a clear explanation of the technical aspects of photography and how to obtain the best representative images as they pertain to National Register nominations. Likewise, the latest photo policy update from the National Park Service is recommended: http://www.nps.gov/nR/publications/bulletins/photopolicy/Photo_Policy_update_2013_05_15.pdf or http://www.nps.gov/nR/publications/bulletins/photopolicy/Photo_Policy_update_2013_05_15.doc.

Photographic Coverage

Photographs submitted with National Register of Historic Places nominations should be clear, have unimpeded view of the building, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the description and statement of significance and be referenced in the text. Photographs should show the setting, each exterior elevation, noteworthy interior spaces and features, historically significant features, outbuildings and any alterations that have affected the property's historic integrity. For districts, photographs must depict major building types and styles, pivotal buildings and structures, and representative noncontributing resources. Streetscapes and landscapes are recommended. If the district streetscapes depict the different types of building resources, styles, and types, it is not necessary to include photographs of individual structures.

The necessary number of photographic views depends on the size and complexity of the property. Submit as many photographs as needed to depict the current condition and significant features of the property or district. A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a number of photographs. On average, a single site nomination will have between 12 and 15 photographs.

Depending on the size, a district nomination averages 15 to 25 photographs. If preparing more than 30 photographs, please contact the SHPO to ascertain what a reasonable number of photos are for the project.

Be sure to include references to all photos in Sections 7 and 8 of the National Register nomination. If the photo cannot be referenced in the nomination, it likely is extraneous. Include a map, site plan, building footprint, or current floor plan that shows the direction and photo number for each photo on a continuation page.

Guidelines for Black and White (B&W) Prints from Negatives

Today, many photos that may appear to be archival-stable Black and White prints have in fact been color-processed and printed on chromogenic paper. Such prints are not acceptable because their longevity is relatively poor. If photographs are taken with a traditional camera utilizing film, the film must be a true B&W film like Kodak T-Max 400. An example of a paper made for traditional B&W printing is Ilford Multigrade IV RC. Kodak manufactures other B&W films, as do other companies. Kodak has discontinued its line of B&W papers but Ilford and many other companies still offer them. Chromogenic B&W film (which says "Process C-41" on the box) is a hybrid. It must be processed using color chemistry, and the prints received from a one hour lab will not be acceptable. However, these same chromogenic negatives can be taken to any B&W lab that still accepts traditional silver emulsion negatives and printed on silver-based paper. Such prints are acceptable.

Discuss any needs with the photo technician to ensure quality prints of the correct type are received. If the highest archival quality is wanted, silver emulsion, fiber-based paper is the best choice. Silver emulsion, resin-coated (RC) paper is a less expensive alternative and is also of high archival quality. Chromogenic prints are not acceptable. Photo labs that offer a true B&W process from start to finish are becoming harder to find. However, many photo labs also offer professional digital services. Several commercial methods produce high-quality prints from digital images that meet or surpass the 75-year permanence standard.

Many b&w films are developed using the chemical method originally designed for color negatives and prints and processed on equipment preloaded with color photograph paper. Even though these photographs may appear to be B&W prints, they do not meet Missouri's National Register photo requirements. Color-processed B&W prints may include hues of green, blue or brown, and color photographic paper is often indicated by the company name and paper type on the back of the print. Follow these tips:

- Use only film designated **exclusively** for B&W processing (not C-41 process).
- Request only B&W photographic paper (resin-coated or fiber-based). Do not accept papers used for color prints.
- Make prints directly from B&W negatives, without digitization.
- Papers processed in trays are recommended, but resin-coated papers that have been processed automatically will be accepted provided they contain no evidence of residual chemicals, fading or yellowing.
- Most one-hour photo and most drug store, chain store, and supermarket processors use digital processes and color paper, and will not provide acceptable prints.

Guidelines for Prints from Digital Files

B&W prints produced from digital photographs submitted as official documentation must be accompanied by corresponding color electronic image files that meet 75-year archival standards.

- Set digital cameras to save color digital images as RAW or uncompressed TIF files if possible. This allows for the best image resolution. -JPEGs converted to TIFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion. No cropping or retouching is allowed.
- Digital prints must be submitted in black and white and meet or exceed the standards outlined in this document.
- Digital images files must be in color.
- The size of each image should ideally be at 3000 x 2000 pixels at 300 dpi or larger. This generally requires a digital camera resolution of six megapixels or greater. The minimal acceptable size is 1200 x 1600 pixels, requiring a digital camera resolution of two megapixels.
- Digital photographs must be printed in black and white at 300 dpi (select this option in the computer's print menu). They must also be either 5x7 inches or 8x10 inches.
- One set of B&W prints are required.
- Digital photographs can be labeled within the white margin *on the front* of the photograph using an archival photo labeling pen or printed in the margin directly on the paper. Margins must be ¼ of an inch or smaller. If there are no margins on the front of the print, the photo can be labeled on the back, in a corner, using a soft lead pencil (preferred) or printed directly on the back (no adhesive labels).
- At minimum, the photograph labels must include the name of the property, county, state, and photograph number.

Acceptable Ink and Paper Combinations for Digital Images

The National Park Service maintains a non-comprehensive list of products that meet the 75-year permanence standard. Specific printers are not identified, as the longevity of a print is dependent on the ink and paper combinations used to produce it, rather than the printer.

The NPS does not endorse any particular commercial product or process. The product examples indicated below have met established archival standards but do not represent a comprehensive list. Any questions concerning other possible products should be directed to Alexis Abernathy of the NPS at 202-354-2236 or by e-mail at alexis_abernathy@contractor.nps.gov.

Example paper for photographic prints

Epson Premium Glossy Paper
Kodak Ultra Photo Premium
HP Professional Satin Photo Paper
HP Premium Plus Photo Paper
Matte Epson Ultra Premium Glossy

Example Printer Inks

Epson UltraChrome K3
Kodak No. 10 Pigmented Inks
HP Vivera Pigment Inks
HP Vivera 95 dye-based inks
Epson Claria "Hi-Definition Inks"

Use of National Register Images and Text

The Missouri State Historic Preservation Office and the National Park Service reserve the right to use photographs and text submitted as part of a National Register nomination for both print and electronic publication purposes.

For More Information

Missouri Department of Natural Resources
State Historic Preservation Office
P. O. Box 176
Jefferson City, MO 65102
800-334-6946 or 573-751-7858
moshpo@dnr.mo.gov
dnr.mo.gov/shpo

Appendix

NOMINATION REVIEW

Technical Checklist

	Item 1. Are historic and other names completed or marked n/a?
	Item 2. Have the boxes for "not for publication" and "vicinity" been marked either n/a or with an X.
	Item 3. Are the appropriate boxes: nomination or DOE; and
	meets or does not meet;
	level of significance checked?
	Are signature items and agency name completed?
	Is the header filled out on each page of the jacket?
	Item 5. Is ownership of the property marked? (More than one can be marked.)
	Is category of property (only one) marked?
	Is number of resources completed and totals correct?
	Are name of related MPS and number of previously listed resources completed and or marked n/a?
	Item 6. Are historic and current functions completed (one per line) and compatible with categories in Bulletin 16A?
	Item 7. Is architectural classification completed with a category and subcategory from Bulletin 16A or Other category (28 characters or less)?
	Are materials categories completed and consistent with 16A?
	Is the Narrative Description on Continuation Pages box checked?
	Item 8. Is a criterion marked consistent with item 8 summary paragraph?
	If appropriate, is a criteria consideration marked?
	Are the correct areas of significance marked and consistent with item 8 summary paragraph?
	Is the period of significance completed?

	Are significant dates completed or marked n/a? Do dates fall within the period of significance?
	Is the significant person marked n/a, unless criterion B is checked?
	Is the cultural affiliation marked n/a, unless criterion D is checked?
	Is the architect/builder completed (last name first) or marked unknown?
	Is the Statement of Significance on Continuation Pages box checked?
	Item 9. Is the previous documentation on file marked, if appropriate? (Usually leave blank.)
	Is the primary location of additional data marked? (Usually marked SHPO.)
	Item 10. Acreage should be completed to the nearest tenth (0.0), or as less than one acre.
	Latitude/Longitude or UTM References complete? Are they accurate?
	Verbal boundary description and boundary justification is included on a continuation sheet.
	Item 11. Items completed in full.
	Photographs: Has the photo and figure log been completed and a list of photos provided in this section?
	Are the photographs keyed to a map on a continuation page?
	CONTINUATION SHEETS: Check section numbers and page numbers (should be numbered consecutively, regardless of section). Are the headings of each page filled out correctly and is the name of multiple listing filled out or marked n/a?
	Are the owner names and addresses provided on a separate sheet?
	If a single site nomination, are there appropriate floor plans included?
	ACCOMPANYING DOCUMENTATION: Has a set of properly labeled archival photos been provided? 5x7 or 8x10
	Has a disc of digital images been provided in TIF format and properly labeled?
	Has an original, property marked USGS map been enclosed or Lat/Long map with KML or KMZ file provided? If a Lat/Long map is used, does it have a north arrow, scale, and Lat/Long listed on the page?
	Is a detailed boundary/footprint map provided (for historic districts only)? If map is larger than 11" X 17", two copies of the map are required.
	Digital version: Is an electronic version (MS Word 2010 compatible) of the nomination provided on a disc? For historic districts, also include an electronic version of the property owner list and map.